

Building Permit Application Instructions

New Residential Construction, Additions & Alterations



The instructions outlined below will assist you in properly completing the Building Permit application. The building permit process involves the review of two sets of regulations: The Town of Charlotte Zoning Law and the New York State Uniform Fire Prevention and Building Code. All the required information is necessary to adequately determine compliance with these regulations. Incomplete applications cannot be processed. Work may not begin until a building permit has been issued.

To obtain a building permit, the following information is required to be submitted for review:

1. **A fully completed Building and Zoning Permit Application.**
2. **Two (2) sets of building plans** with a sufficient level of detail in order to verify compliance with the New York State Uniform Fire Prevention and Building Code. The following details must be included in these plans:
 - **Building elevations:** Front, side and rear views.
 - **Floor plan:** Location, identification and dimensions of all rooms, spaces, attic access, stairways, hallways, windows and doors on each floor.
 - **Foundation detail and cross sections:** Dimensions and location of materials, including footers, walls, piers, reinforcement, anchoring, foundation drains and depth below finished grade.
 - **Framing detail and cross sections:** Sizes, location, spacing and description of all materials at sill plate, floors, slabs, walls, ceilings and roofs, including but not limited to all trusses, posts, joists, studs, rafters, headers, lintels, beams, ceiling heights, egress windows, guard rails, sheathing, wall coverings, insulation, crawl spaces, corner bracing, roof pitch, roof ventilation, etc. A rated or listed assembly must be specified for all required fire separations such as those between tenant spaces or between a garage and a house.
 - **Window and door schedule:** The window schedule must include clear glass area, ventilation area, and clear opening dimensions for each window. Show safety glazing in hazardous locations.
 - **Electrical details:** Show details, size and/or location of all services, panel boxes, wiring, outlets, switches, receptacles and luminaries. Show details and/or locations all GFCI and AFCI receptacles and breakers, dedicated circuits, appliance loads and smoke & carbon monoxide detectors.
 - **Plumbing details:** Show general details and sizes of distribution system including type of piping and insulation if required. Show fixture, appliances and general riser diagrams.
 - **Mechanical details:** Show service type (gas, electric, oil), general details of distribution system including type, and insulation values. Show size, location, loads and/or specifications of all heat producing equipment, systems and appliances, such as furnaces, hot water heaters, wood stoves, pellet stoves, coal stoves and fireplaces.
 - **Energy conservation details:** A written plan to comply with the energy code must be submitted. A generic compliance sheet showing values for windows, doors, skylights, walls, roof, ceiling, etc. or a design printout using REScheck may be used. Contact: www.energycodes.gov for a downloadable version of REScheck.

Note: If the total combined floor area of existing space and new construction is 1,500 square feet or greater and the construction costs are greater than \$20,000, excluding garages, attics and unfinished basements, the drawings **must be stamped by a New York State Licensed Architect or Engineer**. Some new construction, renovations, alterations or additions to existing residential buildings under 1,500 square feet may still require the submission of stamped plans if methods or materials used cannot be verified using the prescriptive provisions of the building code or where new floors (stories) are added above existing floors, at the discretion of the Code Enforcement Officer.

Refer to the 2015 International Residential Code and 2017 New York State Uniform Code Supplement for complete code requirements.

3. **Engineered Components.** Show any additional framing details for non-standard situations such as point or linear loading of joists, cathedral and vaulted ceilings. If using roof trusses, truss joists, LVL beams or glulam members, document the adequacy of support with loading diagrams and calculations from manufacturer. Loading situations not covered by tables in the code may require analysis by a professional structural engineer. **All engineered components must be accompanied with job specific title, address and New York State licensed engineer's seal.**

4. **Building Site Plan** showing the lot and location of proposed and existing buildings and easements on the property, location of property lines, and distance from the proposed project to property lines, street and other buildings on the lot as well as buildings on adjacent properties within 10 feet. The site plan drawing may be drawn on the diagram which is part of this application or on a separate sheet.

5. **Workers' Compensation Document.** All permit applications require the following New York State Workers' Compensation Board documents be submitted prior to approval of a building permit:
BP-1 Form - This form may be submitted if YOU ARE THE OWNER of a 1, 2, 3, or 4 family, owner-occupied residence and meet one of the following criteria:
 - You are performing all the work for which the building permit will be issued.
 - You will not be hiring, paying or compensating in any way, the individual(s) that will be performing all of the work for which the building permit will be issued or helping you perform such work.
 - You have a homeowners insurance policy that is currently in effect and covers the property listed on the building permit AND you will be hiring or paying individual(s) a total of less than 40 hours per week (aggregate hours for all paid individuals on the jobsite) for which the building permit will be issued.
 Forms may be obtained in the Permit Office or www.charlotteny.org.

- OR -

CE-200 Form - If a contractor has been hired and he/she is doing the work is a sole proprietor or a partnership and has no employees, form CE-200 must be filed, for each project. (This does not apply to subcontractors) This form can be completed and printed at www.wcb.ny.gov or by calling (866) 546-9322.

- OR -

 If the contractor doing the work hires any part-time or full-time help or leases employees, the following proofs of insurance must be on file with this office naming the Town of Charlotte as the Certificate Holder:
 - Certificate of New York State Workers' Compensation Insurance (CE-200, C-105.2, U-26.3 or SI-12)
ACORD forms are not acceptable proof of workers' compensation insurance.
 - Certificate of Insurance Coverage under the New York State Disability Benefits Law (CE-200, DB-120.1 or DB-155)

7. **Property Address (911) Number.** A property address number is required for all buildings (new and existing). If an address number has not been assigned, this number may be obtained by contacting the Chautauqua County E911 Management Office at (716) 753-4611. A property address number must be assigned and posted on the premises prior to issuing a Certificate of Occupancy for all buildings.

8. **Driveway Permit.** A driveway permit or approval may be required and it is your responsibility to contact the appropriate highway agency to obtain these permits.
 - State highway: New York State Department of Transportation, (716) 753-2821
 - County highway: Chautauqua County Department of Public Facilities, (716) 661-8400
 - Town highway: Town of Charlotte Highway Department, (716) 962-4501

9. **Other Regulations.** You must comply with DEC or FEMA regulations related to wetlands and flood zones; NY State Environmental Quality Review Act (SEQR); and Department of Labor requirements such as asbestos removal laws.

10. **Call 811 BEFORE YOU DIG.** State and federal laws require a person to call their area one-call center at least two days, and in some cases, three days prior to beginning excavation. Excavators can now use the national designated three-digit 8-1-1 number to reach their local one-call center. For more information on the 811 program and media campaign, please visit www.call811.com.

To obtain your building permit, return the completed permit application, plans and associated documents and forms to the Town Clerk's office or mail to:

Town of Charlotte
Code Enforcement Department
8 Lester Street, P.O. Box 482
Sinclairville, New York 14782

Once the permit application, plans, associated documents and forms have been received by the Code Enforcement Officer, they will be reviewed within 5 business days. If approved, the Code Enforcement Officer will issue your building permit and you will be notified immediately. You will be issued a permit placard and it may be picked up at the Town Clerk's office. At that time you are required to pay the appropriate building permit fee. Checks may be made payable to the Town of Charlotte.

If the application is not approved, you will be notified in writing as to why it was not approved. You have the right to seek relief from a denied building permit by seeking a variance from the Zoning Board of Appeals. You will be given instructions regarding this process with your denial.

Once you have received your approved building permit and approved plans, you may begin construction. The following steps must be followed throughout the construction process:

1. The building permit placard **MUST** be displayed in a conspicuous location on the building site until construction is complete and a Certificate of Occupancy is issued. The approved plans must also be kept on the premises at all times and must be available for inspection throughout the progress of the work.
2. Any deviation from the approved plans must be authorized by the approval of revised plans subject to the same procedure established for the examination of the original plans. An additional permit fee may be charged predicated on the extent of the variation from the original plans.
3. **Periodic inspections are required to be performed by Code Enforcement Officer throughout the progress of the work. Please contact the Code Enforcement Officer at (716) 450-3032 AT LEAST 2 DAYS IN ADVANCE to schedule an inspection unless prior inspection arrangements have not been made. Any work that is covered and not inspected will be subject to uncovering. A Certificate of Occupancy will not be issued unless all required inspections have been performed by the Code Enforcement Officer. The following inspections are required to be performed before work can proceed to the next step:**
 - **Footing Inspection:** *Before concrete is poured. Footings must be at least 42 inches below the finished grade line.*
 - **Foundation wall inspection:** *Before and after concrete is poured and before backfilling with all sill plate anchors grouted in masonry. All required parging and damp-proofing must be installed.*
 - **Underground plumbing:** *Water supply piping, sanitary and perimeter drains must be installed before backfilling or covering.*
 - **Framing inspection:** *Prior to insulating and covering walls. At time of inspection, an approved rough in electrical, plumbing and mechanical inspection shall have been performed. Firestopping shall be checked during this inspection.*
 - **Rough plumbing inspection:** *Prior to insulation and wallboard. Building drain and water distribution piping must be installed. An air or water test is to be performed on both drainage and water distribution piping by the plumber and witnessed by the inspector.*
 - **Rough electrical inspection:** *Prior to insulation and wallboard. (Must be performed by certified third party inspection agency – see final electrical inspection below.)*
 - **Rough mechanical inspection:** *Prior to insulation and wallboard. Joints and seams to be checked before covering.*

INSPECTION REQUIREMENTS (Continued)

- **Energy Code inspection:** *Insulation to meet the minimum energy code requirements must be installed and inspected before being enclosed or wallboard is applied. Draftstopping and firestopping must be checked at this inspection.*
- **Fireplace / chimney inspection:** *Masonry to be inspected before first flue; inserts to be inspected before clearances are blocked or hidden.*
- **Final electrical inspection:** *Must be performed by a certified third party inspection agency. Final electrical certificates must be submitted to this office before a Certificate of Occupancy can be issued. It is the owner or contractor's responsibility to contact the proper inspection agency. The following inspection agencies have been approved by this office:*

*Dean Electrical Inspections, John Dean - (716) 672-7333
Gleason Enterprises, Mike Gleason - (716) 338-7108*

Other agencies may only be used with prior approval by the Code Enforcement Officer.

- **Other inspections** may be required depending on the scope of the project.
- **Final inspection:** *Prior to occupancy. At the time of inspection, all plumbing, electrical and mechanical fixtures and equipment are to be set and operational. All construction work must be completed. Final grading and seeding shall be completed.*

Once a final inspection has been performed, a Certificate of Occupancy will be issued and occupancy of the building will be permitted.

For further assistance and information, contact:
Town of Charlotte Code Enforcement Department
8 Lester Street, P.O. Box 482
Sinclairville, New York 14782
Phone: (716) 962-6047
Fax: (716) 962-3843
Cell: (716) 450-3032
Email: townofcharlotteceo@outlook.com