

BUILDING PERMIT APPLICATION INSTRUCTIONS

Town of Carroll, Chautauqua County, New York 14738

ACCESSORY STRUCTURES LESS THAN 120 SQ. FEET

The instructions outlined below will assist you in properly completing the Building Permit application for the construction of accessory structures such as barns, sheds & garages that are less than 120 square feet and do not have plumbing or electrical connections. The installation of any building of this type must be in accordance with the Town of Carroll Zoning Ordinance. No work is to be commenced until a building permit has been issued. Please follow the instructions below:

PERMIT REQUIREMENTS

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

- Completed permit application.
- A plot plan showing location of the proposed building in relationship to adjacent buildings as well as front, side and rear property boundaries.

APPLICATION INSTRUCTIONS

- Complete all applicable information on the Application for Building Permit.
- Return the completed application, plans, and other forms to the Town Clerk's office or mail to:

Town of Carroll
Code Enforcement Officer
P.O. Box 497
Frewsburg, NY 14738

- Once the application has been received by the Code Enforcement Officer, it 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 may pick up your building permit placard at the Town Clerk's office. If the application is not approved, you will be notified in writing as to why it was not approved. If you still wish to pursue the application, you may apply for a variance from the Zoning Board of Appeals.
- 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:
 - The building permit placard **MUST** be displayed in a conspicuous location on the building site until construction is complete.
 - Any deviation from the approved permit must be authorized by the Code Enforcement Officer.
- Once the project is completed, you may remove the building permit placard.