

BUILDING PERMIT APPLICATION INSTRUCTIONS

Town of Carroll, Chautauqua County, New York 14738

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 Carroll Zoning Ordinance and the New York State Uniform Fire Prevention and Building Code. All the required information is necessary to adequately determine compliance with these regulations. No work is to be commenced until a building permit has been issued. Please follow the instructions below:

A BUILDING PERMIT IS REQUIRED FOR THE FOLLOWING:

- All new structures including decks, porches, patios, additions, garages, barns, sheds and swimming pools.
- Any remodeling that includes: electrical, plumbing, structural changes or changes in the outside size, shape or appearance. This may include some door and window replacements.
- Any commercial construction or alteration
- Construction an installation of all chimneys, fireplaces and solid fuel stoves.
- Gas appliances (vented / non-vented)
- Demolition of any type of structure.
- Convert or change the use or occupancy of a building or part of a building. This includes establishing a home occupation within a dwelling.
- Repair fire damage.
- Erect a permanent fence, wall or retaining wall over two feet in height above grade.
- Make any repair that must conform to the requirements of the New York State Uniform Fire Prevention and Building Code.
- The installation or alteration of any fire protection device or system.

If you are not sure if you need a permit, please contact the Code Enforcement Officer.

PERMIT REQUIREMENTS

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

- Completed permit application.
- Proof of Workers' Compensation Insurance and Disability Insurance or proof of exemption from these requirements must be submitted by all parties requesting a Building Permit. Proof can be provided by the following:
 - Individuals living in an owner-occupied residence that is less than 4 families that are eligible for an exemption from having to obtain a NYS Workers' Compensation Insurance policy, must complete Form BP-1, Affidavit of Exemption. This form must be notarized.
 - Contractors or Businesses with Workers' Compensation and Disability Insurance need to furnish a copy of Form C-105.2 or U-26.3 for Workers' Compensation Insurance and Form DB-120-1 for Disability Benefits Insurance. Self-Insureds need to furnish a copy of Form SI-12 for Workers' Compensation and Form DB-155 for Disability Benefits. Group Self-Insureds need to furnish a copy of Form GSI-105.2 for Workers' Compensation.
 - Contractors, businesses and property owners other than those eligible for the BP-1 form, that are legally exempt from Workers' Compensation and/or Disability should complete Workers' Compensation Board Form WC/DB-100 or WC/DB-101. Complete these forms and return them to the NYS WCB as directed, and return the stamped copy to Inspection Services when you apply for your Building Permit. You cannot apply for a permit without the NYS WCB stamped copy of this form.
 - The forms listed above may be obtained by contacting the local Workers' Compensation Board or the Town of Carroll Code Enforcement Office.
- A copy of Liability Insurance Certificate.
- Septic approval if needed. Contact the Chautauqua County Health Department at 661-8110.

- A plot plan showing location of lot and of buildings on premises, relationship to adjoining premises or public streets or areas, easements, and giving a detailed description of the layout of the property must be drawn on the diagram which is part of this application. This is not only necessary to determine compliance with the Town Zoning regulations, but also to provide information with respect to Fire Safety provisions of the Building Code.
- *For all residential construction where the total floor area, excluding garages, attics, and unfinished basements is **1,500 square feet or greater**, two (2) sets of plans stamped by a New York State Licensed Architect or Engineer are required, showing foundations, structural framing, and floor plans, including doors and windows. The requirement for stamped plans applies to all multiple dwellings and commercial or professional buildings. Information with respect to all utilities, such as plumbing, electrical, heating, and insulation is also required.*
- For all residential construction **under 1,500 square feet** of floor area, or small residential decks, porches, storage sheds, etc., two (2) sets of the following plans are required:
 - Floor plan: location of all rooms, including sizes of doors and windows.
 - Framing: sizes and locations of all materials at floors, walls, ceilings and roofs, including posts, joists, studs, rafters, headers, and beams.
 - Foundation: sizes and location of materials, including footers, anchoring, and depth below finished grade.
 - Plumbing schematics for private water and sewer services.
 - Information on locations of all heat producing equipment, such as furnaces, hot water heaters, wood stove and fireplaces.
 - Insulation specifications and locations. (New York State Energy Conservation Code).
- If any trusses are used, the manufacturer's truss design with a New York State Licensed Engineer's stamp must be submitted.
- Renovations, alterations and additions to existing residential buildings may require the submission of plans prepared by a New York State Licensed Architect or Engineer, particularly where the total floor area of both the existing and new addition exceeds 1,500 square feet or where new floors (stories) are added above existing floors.
- When submitting your building plans for projects that include window installations, a window schedule is required. This schedule must include clear glass area, ventilation area, and clear opening dimensions for each window. The schedule must show the window's clear open area when the window is in its opened position. Basements with habitable space and every sleeping room must have at least one openable emergency escape and rescue opening.
- 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.
- Costs for the work described in the Application for Building Permit shall include the cost of all of the construction, and other work done in connection therewith, exclusive of the cost of the land.
- A driveway permit 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, 753-2821
 - County highway: Chautauqua County Department of Public Facilities, 661-8400
 - Town roads: Town of Carroll Highway Department, 569-6161
- For new construction, a street address number may be obtained by contacting the Chautauqua County Fire Coordinator's Office at 753-4343. A street address number must be assigned prior to issuing a Certificate of Occupancy for all dwellings.

APPLICATION INSTRUCTIONS

- Complete all applicable information on the Application for Building Permit.

Return the completed Application for Building Permit, plans, drawings, and associated 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. At that time you may pay the appropriate building permit fee. Make checks payable to the Town of Carroll. 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 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.
 - 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.
 - Electrical installation shall be inspected by a qualified electrical inspection agency.
 - No building shall be occupied or used in whole or in part for any purpose whatever until a Certificate of Occupancy or Certificate of Completion shall have been granted by the Code Enforcement Officer.
- Periodic inspections are required throughout the progress of the work. Please contact the Code Enforcement Officer **AT 2 DAYS IN ADVANCE** to schedule an inspection.
 - All footings and foundations must be inspected before and after completion, before backfilling and with all anchor bolts in place. (Footings must be at least 42 inches below the finished grade line, which is considered the normal frost line.)
 - All underground plumbing, both sanitary and storm, must be inspected before backfilling.
 - Plumbing, heating, framing for proper timbers and headers and electrical inspection before any closing in of the framework.
 - Insulation to meet the minimum energy code requirements must be installed and inspected before being enclosed.
 - Final inspection when all work is completed is required. Any new construction will require a Certificate of Occupancy inspection, and the issuance of a Certificate of Occupancy before the building is occupied in whole or in part.
 - Electrical additions/alterations must be inspected by the New York Board of Fire Underwriters or mutually agreed upon inspection agency for both a rough and final inspection and issue their certificate before the final inspection can be made by the Code Enforcement Officer. It is the owner's or contractor's responsibility to arrange for these inspections to be made. The following inspection agency is approved by this office and may be contacted without prior permission:
 - Southern Tier Electrical Inspections
P.O. Box 429, Sherman, NY 14781
(716) 761-6518
Call Time: 7:30-8:30 AM only – Monday through Friday

FINAL INSPECTION

Once the building is complete and the electrical inspection has been completed, you are ready to schedule your final inspection for a Certificate of Occupancy. Call the Code Enforcement Officer at (716) 569-5365 to make an appointment.