

TOWN OF HANOVER
DEPARTMENT OF CODE ENFORCEMENT
68 Hanover Street. SILVER CREEK, N.Y. 14136
PHONE: (716) 401-2765 FAX: (716) 934-7991
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BEFORE THE USE / USES DESCRIBED
IN THIS APPLICATION CAN BE
IMPLEMENTED A **CERTIFICATE OF**
COMPLIANCE or OCCUPANCY MUST BE OBTAINED.

TO BE FILLED OUT BY BUILDING INSPECTOR

PERMIT NO. _____ HAMLET _____

PERMIT DATE: _____ PERMIT EXPIRES: _____

ZONING DIST. _____ VALUE OF WORK: _____

APPROVED BY: _____ PERMIT FEE: _____

$\$150 \leq 1,000 \text{ sqft}$ ☐ / $1,001 \geq 2,000$ ☐ / $\$300 > 2,000$ $\$10/25 \text{ SQFT INCREASE}$ ☐

☐ Variance Required ☐ Granted ☐ Denied Date _____ ☐ N.O.D. attached

OWNER: _____ ADDRESS: _____

_____ PHONE _____

LOCATION: _____

TAX ID: SECTION _____ BLOCK _____ LOT _____

OCCUPANCY CLASSIFICATION : _____

ARE NEW YORK STATE LICENSED ARCHITECT / ENGINEER PLANS
ACCOMPANYING THIS APPLICATION? ☐ YES ☐ NO

IF NO, OR NOT NEEDED (PER CODE OFFICIAL) A DETAILED SKETCH OF
PROPOSED CONSTRUCTION MUST BE PROVIDED ON ADDITIONAL SHEET.

CERTIFICATE OF LIABILITY & WORKMANS COMP INS.: ☐

(Must have prior to permit being issued)

NAME OF BUILDER: _____

ADDRESS: _____ PHONE: _____

☐ CERTIFICATE OF INSURANCE ON FILE ☐ CERTIFICATE OF INSURANCE NEEDED

DIG SAFELY NEW YORK 1-800-962-7962
IT'S THE LAW CALL BEFORE YOU DIG
www.digsafelynewyork.com

NO BUILDING PERMITS WILL BE ISSUED PRIOR TO APPROVAL OF A SEWER HOOK-UP PERMIT FROM THE
CHAUTAUQUA COUNTY HEALTH DEPARTMENT OR WHERE APPLICABLE FROM THE TOWN / VILLAGE
WATER AND SEWER DEPARTMENTS. NO EXCEPTIONS!

NATURE OF PROPOSED WORK:

☐ NEW BUILDING CONSTRUCTION TOTAL SQUARE FEET _____

BEDROOMS: 1 2 3 4 OTHER: _____ BATHROOMS: 1 1 ½ 2 OTHER: _____

☐ ADDITION TO BUILDING TOTAL SQUARE FEET _____

LOCATION: ☐ FRONT ☐ REAR ☐ SIDE (L OR R)

☐ ALTERATION TO BUILDING ☐ RECONSTRUCTION

☐ OTHER WORK / DESCRIBE: _____

☐ FOUNDATION ☐ WALL

MANUFACTURED HOMES

☐ MFG. HOME: MDL.# _____ MAKE: _____

☐ MODULAR

YEAR _____ SIZE _____ WITH OUT TONGUE

BEDROOMS: 1 2 3 4 OTHER: _____ BATHROOMS: 1 1 ½ 2 OTHER: _____
(CIRCLE)

☐ DRIVEWAY REQUIRED ☐ YES ☐ NO

(If yes, Driveway Permit is required before Building Permit is issued.)

FLOOD PLAIN ☐ YES ☐ NO (IF YES PLAIN FLOOD PERMIT IS REQUIRED)

OCCUPANCY / MAIN BUILDING

☐ ONE FAMILY ☐ TWO-FAMILY ☐ MULTIPAL DWELLING UNIT

☐ NON-RESIDENTIAL BUILDING / STRUCTURE

☐ BUSINESS

KIND OF CONSTRUCTION

☐ WOOD FRAME ☐ FIRE SAFE / MASONARY

☐ OTHER _____

WILL ANY SECOND HAND LUMBER BE USED? ☐ YES ☐ NO

IF SO, FOR WHAT? _____

BASEMENT: ☐ YES ☐ NO

MATERIALS: ☐ POURED CONCRETE ☐ CINDER BLOCK

☐ PRE-FORM (**REQUIRES ENGINEER APPROVAL**)

☐ SLAB ☐ CRAWL ☐ FULL

FOOTER THICKNESS: _____X WIDTH_____ WALL THICKNESS:_____

DEPTH OF FOUNDATION WALLS BELOW GRADE: _____

ROOF

☐ SLOPE ☐ FLAT

MATERIALS: ☐ ASPHALT SHINGLE ☐ SINGLE PLY MEMBRANE

☐ ROLLED MINERAL ☐ CORRUGATED PLASTIC

☐ METAL ☐ WOOD SHAKE SHINGLE

EXTERIOR FINISH

☐ VINYL SIDING ☐ WOOD ☐ OTHER SPECIFY _____

IF GARAGE IS TO BE ATTACHED, OF WHAT MATERIAL IS WALL BETWEEN GARAGE AND MAIN BUILDING TO BE CONSTRUCTED? _____

IS THERE TO BE AN OPENING BETWEEN GARAGE AND MAIN BUILDING?

☐ YES ☐ NO

IF YES, FIRE RATED DOOR REQUIRED.

HEATING SYSTEM

☐ FORCED AIR ☐ CENTRAL A/C ☐ BASE BOARD ☐ INFLOOR RADIANT

FUEL TYPE: ☐ ELECTRIC ☐ GAS ☐ LP ☐ OIL ☐ WOOD/COAL

WILL FLUE-LINED **CHIMNEY** BE INVOLVED? ☐ YES ☐ NO

WATER SUPPLY / SEWER

☐ PUBLIC ☐ PRIVATE

PLAN OF PROPOSED CONSTRUCTION. Fill only for new building or addition or alteration to existing building when no separate plans are required to be filed with this application. Make drawings at scale of one square equals on foot. Make sketch of floor plans of first and second floors, indicating dimensions of buildings, rooms, doors, windows, etc. location of chimney and plumbing fixtures, etc.

I hereby apply under the Zoning Ordinance and the building Code of the Town / Village of _____, New York for a permit to construct or alter a building and / or accessory structures as set forth above, and I certify that the statements herein contained are true or to the best of my knowledge and belief.

Signature of Applicant _____

Address _____ Phone _____

Date _____

The application of the above stated person (s) is hereby

☐ **Approved,** ☐ **Disapproved.**

Reasons for disapproval _____.

Date: _____

Daniel J. Hogg / Code Enforcement Officer

INSTRUCTIONS

- A.** This application must be completely filled in by typewriter or in ink and submitted to the Building Department with a permit fee.
- B.** Plot plan showing location of lot and of buildings on premises, relationship to adjoining premises or public streets or areas, and giving a detailed description of layout of property must be drawn on the diagram, which is part of this application. A land survey may be submitted or requested.
- C.** Application shall describe the nature of the work to be performed.
- D.** The work covered by this application may not be commenced before the issuance of Building Permit.
- E.** Upon approval of this application, the Building Department will issue a Building Permit to the applicant. Such permit shall be displayed on the premises available for inspection throughout the progress of the work.
- F.** No building shall be occupied or used in whole or part for any purpose whatever until a Certificate of Occupancy shall have been granted by the Code Enforcement Officer.
- G.** Costs for the work described in the Application for Building Permit include the cost of all of the construction, and other work done in connection therewith, exclusive of the costs of the land. If final costs shall exceed estimated cost, an additional fee may be required before the issuance of Certificate of Occupancy.
- H.** 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 is also charged predicated on the extent of the variation from the original plans.
- I.** A final inspection is necessary before Certificate of Occupancy is issued. No occupancy of the building without approval from the Code Enforcement Officer.

PLOT DIAGRAM

Locate clearly and distinctly all buildings whether existing or proposed, and indicate all set back dimensions from property lines. Give lot and block numbers or description according to deed, and show all easements and street names and indicate whether interior or corner lot, or supply any approved plan showing all the above requirements.