

**BUILDING PERMIT APPLICATION CHECK LIST**  
**FOR ONE AND TWO FAMILY DWELLINGS**

**\*\*\*To received the actual building permit, we will need a plotted survey from the surveyor, after the footer is dug, showing the exact placement of the dwelling**

- Proof of ownership - If title has been held for more than 2 months, it will be in Assessor Records and proof is not needed **OR** if a there has been a recent closing date, we will need the Deed Indenture and Receipt from County Clerk's Office.
- One set of plans sealed and signed by NYS licensed architect or engineer (Floor , elevations, basement, materials to be incorporated, details of structural, mechanical and electrical work
- Carbon monoxide alarm installed on any story having a sleeping area and where there is fuel-fired appliances or equipment
- Drainage plan
- SWPPP/Notice of Intent/Erosion & Sediment control plan (over 1 acre)
- Energy Audit/Statement AKA REScheck (completed by Architect or Engineer)
- Truss Sheets if applicable
- Plan review check list showing details-to be filled out by your Architect or Engineer
- Soil bearing verification
- Plot Plan/ survey showing proposed location of dwelling
- Board of Health approval for septic system, or/
- Paid sewer/storm sewer receipt from Erie County Sewer/Village Dept of Public Works
- Paid water receipt from Town or Village Clerk/Erie County Water Authority if applicable
- Name and address of General Contractor
- Affidavit if application not signed by property owner
- Worker's Compensation/General Liability/Disability Insurance Certificates

**SOLID FUEL BURNING APPLIANCE** - permit needed  
(IE. FIREPLACE, WOOD STOVE, MANUFACTURED FIREPLACE INSERTS, FREESTANDING)

**\*\*\* When driveway is staked out, a house number will be assigned by Building Inspector**

02/10/11