

SWIMMING POOL, HOT TUB BUILDING PERMIT APPLICATION PROCEDURES AND CHECKLIST

(Do not use this form for pole barns, decks or porches)

- ❑ 1. To proceed with permit you must have a property 911-address number or obtain a property address number from the 911-address system (716-753-4611).
- ❑ 2. Complete General Information sheets of Building Permit Application.
- ❑ 3. Complete plot plan noting all setbacks. These must comply with local zoning regulations. If zoning district is not known, contact building/zoning officer.
- ❑ 4. If you are doing the work yourself and with less than 40 hours (cumulative) outside help, submit a current copy of your homeowner's insurance indicating dates policy is in effect and complete form BP-1.

- OR -

- ❑ 5. If the contractor doing the work is a sole proprietor or a partnership and has no employees, form CE 200 must be filed, for each job, with the New York State Worker's Compensation Board Office (www.wcb.state.ny.us). Also a current copy of Liability Insurance must be filed with us naming the Town of Portland as the Certificate Holder.

- OR -

- ❑ 6. If 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 Portland as the Certificate Holder:
 - **Certificate of NY State Workman's Compensation Insurance** (C-105.2 or U-26.3, ACORD forms are not accepted).
 - **Certificate of Liability Insurance** (ACORD 25)
 - **Certificate of Insurance Coverage under the NYS Disability Benefits Law** (DB-120.1)

Please call 716-792-9618 before you come to Town Hall for your Permit.
Office hours are Monday and Tuesday 8:00 AM – 4:00 PM & Wednesday 8:00 AM - 12 Noon.

BUILDING/ZONING PERMIT APPLICATION TOWN OF PORTLAND

General Information:

- A. COMPLIANCE – Applicants are responsible for complying with all regulations in the NYS Building Code and Town of Portland Zoning Law as well as other laws (e.g. Health Dept. Permits, etc.)
- B. ASSISTANCE – Forms shall be filled out as accurately and completely as possible. Assistance is available from the Code Enforcement Officer.
- C. FEE – A fee specified in the Zoning Law must be paid prior to processing this application.
- D. TIME FOR PROCESSING – Approval or denial will be sent or given to the applicant within 2 weeks from the date the application and all supporting documentation is received.
- E. ANSWERING QUESTIONS – All questions must be answered prior to the processing of the permit.

APPLICANT INFORMATION:

A. APPLICANT NAME: _____
 Mailing Address: _____
 Phone Number: _____ DATE: _____

B. OWNER/NAME: _____
 Mailing Address _____
 Phone Number: _____

C. CONTRACTOR’S NAME: _____
 Mailing Address: _____
 Phone Number: _____

CONSTRUCTION TIME PERIOD – Start Date: _____ Completion Date _____

PROPERTY LOCATION: (Construction Site)

- A. Street or Road _____
- B. Section/Block/Lot from tax map _____
- C. Zoning District (check one): AG __, AG-R __, NC __, R2 __, R3 __, HC __, LC __, LL __, CR __

PROJECT USE & DESCRIPTION: (answer all applicable questions)

A. Type Use (check one): Residential __, *Commercial __, *Industrial __, Other _____
 Explain in more detail (e.g., two family, farm machinery sales, etc.) _____

B. Which describes the project (Permit is for) check one:
 Single Family Home __, New Building __, Addition __, Repair/Retrofit __, Alteration __, Demolition __, Sign __,
 Conversion __, Fence __, Land Use Only __, No Structures __,
 Other (please explain in detail) _____

C. TYPE OF CONSTRUCTION: Wood Frame __, Block __, Pole Barn __, Manufactured Housing __, Modular __,
 Other (Explain in more detail) _____

* For Commercial Structures or Commercial Land Use: See Site Plan Review Application and Requirements.

- D. **SIZE: Floor space in dimensions** _____ **Square Footage** _____
Height in Stories and feet to Eaves _____
- E. **COST: Estimated Construction Cost** _____
- F. **BUILDING MATERIALS: Please list on Separate Sheet**
- G. **MANUFACTURED HOUSING: Single Wide**____, **Double Wide**____
Year of Manufacturer _____, **Serial Number** _____, **Model** _____

PLOT PLAN (See Page 4): On the separate enclosed sheet, graphically and approximately to scale, describe the proposed structure as it relates to its surroundings. Include: buildings, driveways, parking/loading areas, sign locations, fences, adjacent roadways, steep slope areas, distance of structures to road/boundary lines, lot dimensions, and other important features. Include 2 copies of any blue prints (1 copy will be returned to you with any required changes).

ENVIRONMENTAL CONCERNS: Prior to granting the building/zoning permit, assurances must be received that the applicant has complied with all environmental laws. County Health Department approved water and sewer is mandatory where applicable. Check which of the following laws apply: (1) Health (sewer & water)____, (2) Flood Insurance____, (3) State Environmental Quality Review Act (SEQR) _____. Attach written approval or permit with this application.

OTHER INFORMATION: (Answer all applicable questions)

- A. **ACCESSORY USES – Describe all accessory uses to be included: include size, location and use.** _____

- B. **PARKING/LOADING – Specify the number, size, location of all parking places and/or loading spaces to be provided:** _____

- C. **STREET ACCESS – Is lot adjacent to existing roadway? Yes** _____ **No** _____
Is a driveway to be constructed in a road right-of-way? Yes _____ **No** _____
- D. **SEASONALITY – Is this structure to be used year-round? Yes** _____ **No** _____

SIGNATURES: The above information is accurate to the best of my knowledge:

Owner of Property: _____
 _____ (Signature)

Applicant: _____
 _____ (Signature)

OFFICIAL USE ONLY: PERMIT # _____

Type of Construction: _____ Occupancy _____
 Existing Use: _____ Proposed Use: _____
 Fee Paid: \$ _____ Cash _____ Check No. _____
 Approved _____ Rejected _____ ZBA Approval _____ Planning Board Approval _____

 Building Inspector's Signature Date

PLOT PLAN

1. This page shall be used for the drawing of a plot plan for all major construction and additions and in such other cases as the Building and Zoning Officer deems necessary.
2. The plot plan shall show the location and size of the lot, locations and sizes of buildings and structures upon the premises (both existing and proposed) and their relationship to adjoining premises and public streets.
3. Locate and label clearly and distinctly all building and structures, show widths and depths of all yards, show names of all streets and indicate north with an arrow.

SHOW DISTANCE FROM ANY BUILDING TO SIDE, FRONT AND REAR LOT LINES
SHOW DISTANCE BETWEEN ANY BUILDINGS

Rear of Lot _____ ft.

A large grid for drawing a plot plan. The grid is 30 units wide and 40 units high. It is surrounded by labels for lot dimensions: "Rear of Lot" at the top, "Frontage of lot" at the bottom, "Left side depth of lot" on the left, and "Right side depth of lot" on the right.

Left side depth of lot _____ ft.

Right side depth of lot _____ ft.

Frontage of lot _____ ft.

Street Name _____



Code Enforcement/Zoning Office
87 West Main Street, Brocton, New York 14716
Telephone: (716) 792-9618
Fax: (716) 792-9610

**THE PERMIT HOLDER MUST NOTIFY THE
CODE ENFORCEMENT OFFICER AT (716) 792-9618
WHEN ANY ELEMENT OF WORK INDICATED
BELOW IS READY FOR INSPECTION.**

**WORK SHALL REMAIN ACCESSIBLE AND EXPOSED
UNTIL INSPECTED AND ACCEPTED BY THE CODE
ENFORCEMENT OFFICER OR AN INSPECTOR AUTHORIZED
BY THE CODE ENFORCEMENT OFFICER.**

1. Footer (rebar in Trench)
2. Foundation Walls
3. Framing
4. Electrical
5. Plumbing
6. Insulation
7. Stairs/Deck
8. Code Enforcement Officer must do a Final Inspection
AND/OR an Electrical Inspection Certificate must be
received in our office

Office hours are: Monday and Tuesday 8:00 am – 4:00 pm, Wednesday 8:00 am – 12 noon
Please leave message if outside of these office hours