

JAMES CLINE

BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER

Town of Ischua, 1850 Mill Street, Unit 1, Ischua, NY 14743

(716) 968-5075

To All Applicants,

Please be advised, that anyone who does work for another, is considered to be a contractor, and therefore, is required to carry liability insurance to protect the homeowner, Utilities Company, and the Town of Ischua from any accidents incurred during your construction projects.

Please have all of your contractors, (i.e..... electric, plumbing, carpentry, excavation, landscaping, block and concrete) provide me with a Certificate of Insurance, of at least, \$300,000.00 coverage, before beginning construction.

It is also required by State Law that before any digging of any kind is commenced, that the UFPO is notified at least 2 full working days before starting any such work.

TO REPORT BEFORE YOU DIG, call 1-800-962-7962

REMEMBER, it's your responsibility to notify me of any changes or inspections that are ready to be done. Thank you, in advance, for your cooperation regarding the above and good luck with your project.

Sincerely,

James Cline

Code Enforcement Officer

Town of Ischua

PERMIT APPLICATION PROCEDURE

1. Obtain a Permit Application and specification sheet from the Town Clerk.

TOWN CLERK: Kelle Brisky phone: 716 557 2498

Fill it out completely. Fill out only the information that pertains to the project that you are doing, and please include your tax map id number with express directions to the property.

2. Return the completed application, along with two (2) sets of plans or sketches and the proper fee (if applicable) to the Building Inspector. Plans must show the basic size of the structure, floor plans, a three-dimensional view of the structure, a list of materials and a Plot Plan (view of the property and the location of all structures, septic, water, and roads).
3. The completed application must be filed at least 10 days prior to the anticipated starting date of the project.
4. The Building Inspector will review the permit application and the plans to make sure that they comply with all applicable codes and laws. If there are any violations, they will be noted and the plans returned to the applicant for correction. A permit will be approved and issued when the plans comply with all necessary code laws. *(Note: if plans must be resubmitted to the inspector, it is not necessary to pay any additional permit fees.)*
5. THE PERMIT AND A SET OF PLANS MUST BE ON THE PROJECT SITE AT ALL TIMES.
6. A Certificate of Insurance, for all contractors, which will be working on the project, for at least \$300,000.00, also proof of compliance with mandatory coverage provisions of the Worker's Compensation Law, will be filed with the Building Inspector, before any work will be permitted to commence.

(A contractor is defined as anyone who does work for someone else for pay, money or barter.)

Homeowners are to file Form BP-1 12/08

EXCEPTION: A building permit is NOT required for the performance of necessary repairs that do not involve material alteration of the structural features, and / or plumbing, electrical or HAVC systems, including for example, the replacement of siding and roofing materials, of the same kind and quality. Such work shall nevertheless, be done in conformance with the Uniform Building Code. Everything else will require a permit.

NOTE: Commercial has no exemption or exception from Permits.

NOTE: The Homeowner (or their agent) is responsible for notifying the C/E.O. / Building Inspector and getting the inspections done.

BUILDING PERMITS ARE VALID FOR ONE YEAR.

Renewing building permits: in the event that a building permit must be renewed, a fee equal to 50% of the original building permit fee will be charged prior to re-issuance. Building permits can be renewed three concurrent times only. At that expiration, application for a new building permit with associated fees will be instated.