



**TOWN AND VILLAGE OF ELLICOTTVILLE  
BUILDING / CODE ENFORCEMENT  
DIVISION**



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## **Building Permit Checklist.**

- Completed Building Permit Application with Signatures.
  - Complete 3 Signed Sets of Drawings (1-24x36, 2-17x8.5) and PDF file sent to Email above.
    - a. Plans Drawn to scale (1/4" = 1') showing floor plans, elevations, and typical sections in sufficient detail to determine compliance with applicable codes. Any residence in excess of 1500 sf. shall be presented on drawings prepared by and stamped by a NYS Registered Architect or Licensed Professional Engineer. If, in the Judgement of the Code Enforcement Officer or the Town/Village Engineer additional information may be required.
    - b. Documents that bear the stamp and signature of registered architect or licensed professional engineer must include, immediately above the signature, a statement substantially similar to the following: ***"To the best of the knowledge, belief, and professional judgement of the undersigned [registered architect or licensed professional engineer], the plans and specifications depicted on these drawings are in compliance with the applicable provisions of the New York State Uniform Fire Prevention and Building Code and the New York State Energy Conservation Code, as currently in effect."***
  - Energy Code Compliance statement. Res-Check or Com-Check with completed code review.
  - Survey completed by a licensed surveyor showing location of structure(s) and setbacks from property lines and other structures.
  - Certificate for Septic System.
    - a. If outside the Sewer District - A valid permit to construct issued by Cattaraugus County Health Department.
- OR-
- b. If within Sewer District - Completed Sewer Tap Application. In addition to other potential requirements including Grease Trap Separator, Discharge Permit, Etc. in accordance with Sewer Law.
  - c. If within Water District - Completed Water Tap Application.
- Approval for Backflow Prevention Device (if required).
    - a. See [evlengineering.com](http://evlengineering.com) website for Town/Village requirements.
  - Driveway permit must be obtained from the agency having jurisdiction (NYSDOT, Cattaraugus County, or Town/Village of Ellicottville) before installing a culvert pipe, curb cut, sewer or water service.
  - Contractors must submit proof of Workman's Compensation Insurance.
  - If in a Homeowners Association and subject to review, please obtain approval prior to submittal.
  - Specify on Plan if parcel is located within a flood zone.

**Submitting an incomplete application is likely to cause significant time delays. This guideline has been prepared to help you and your design professional ensure all required information is organized and ready to review. To provide the quickest path to build. All of these steps that are applicable must be completed to receive your building permit.**

## **What is in a Complete Set of Drawings?**

### **General Information**

- Code Compliance Statement listing applicable codes.
- Project name, address and clear scope of work.
- Owner Information: Name, Address, Phone and Email.
- Designer Information: Name, Address, Phone and Email.
- Vicinity Map of project location.

### **Building Data**

- Occupancy group(s) per Building Division
- Type of Construction (Generally VB)
- Floor area per story and total floor area
- Building Height (height calculation if in a hillside area)
- Town or Village Zoning district.

### **Energy Compliance**

- Res-check or Com-Check, energy compliance certificate or show other method of demonstrating energy code compliance.
- All energy requirements specified in plans (Ex. Blower door test)
- Verification from Designer/Engineer that meets 2015 IECC.

### **Site/Plot Plan**

- North Arrow
- Topographic Map
- Lot dimensions and bearings
- Building footprints overall dimensions and projections (such as eaves, bay windows or balconies)
- Easements and building setback lines.
- Location of any existing structures.
- Elevation view of all sides of the structure, indicate the adjacent grade and slope in all directions from the structure.
- Proposed retaining walls and related structural calculations
- Erosion control plans/silt fence.

## Architectural Plans

- Floor plans for each story, including basement level.
  - Fully dimensioned and to scale, with scale noted (1/4"=1')
  - All windows and doors properly located with type and sizes
  - Location of safety glazing and egress windows
  - Handrail, guard and support details
  - Label all rooms
- Foundation Plan (Include decks)
  - All footings, stem wall, pier sizes, and retaining walls
  - Size and placement of all reinforcement.
  - Depth of footings below grade.
  - Type and location of all anchorage hardware.
  - Method and amount of crawl space ventilation.
  - Crawl space access location and opening size.
- Floor Framing Plan
  - Floor joist size, spacing, species, grade, or manufacturer and series if engineered wood.
  - All beam sizes on the plan (include design calculations if more than 6').
  - Layout of submitted floor trusses must match plan layout.
  - Deck framing including ledger attachment and specific hardware.
  - Methods of support and all connecting hardware.
- Roof Framing Plan
  - Rafter size, spacing, species, grade, or manufacturer and series of engineered wood.
  - Truss layout diagram and specification details for each truss,
  - All beam sizes on the plan (include design calculations)
  - Layout of submitted roof trusses must match plan layout
  - Methods of support and all connecting hardware
  - All methods of uplift restraint, indicate specific hardware to be used.
- Mechanical System Plan
  - Location of all appliances, including HVAC system, water heater, range, refrigerators, etc.
  - Location of plumbing fixtures
  - Water & Sewer system layout and routing
  - Location of gas, electrical and water meters
  - Location, type and model of approved listed fireplace appliances.
  - Detail how appliances will be vented and any sources of combustion make up air
  - Show exhaust fan locations and their CFM rating.
  - Location and size of any required backflow prevention device, sized to meet fire flow demand
  - Provide electrical drawings for Photovoltaic installation
  - Indicate the locations of all required smoke and CO detectors