

**Village of Sherman**  
**Code Enforcement Department**

111 Mill St. Sherman NY 14781

716-640-3195

APPLICATION FOR BUILDING PERMIT

*NOTE: AN INCOMPLETE APPLICATION MAY DELAY THE TIMELY ISSUANCE OF YOUR PERMIT; PLEASE ENTER N/A IF A SECTION IS NOT APPLICABLE.*

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**PART 1: GENERAL INFORMATION**

**1. Project Location and Information**

Number and Street Address: \_\_\_\_\_

Tax Map Number: \_\_\_\_\_

Current use of property/building: \_\_\_\_\_

Proposed use of property/Building: \_\_\_\_\_

**2. Owner Identification**

Owners Name: \_\_\_\_\_

Address of owner: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**3. Type of Construction or Improvement**

New Building – Proposed use is \_\_\_\_\_

Conversion – Current Use is \_\_\_\_\_ Proposed use is \_\_\_\_\_

Addition \_\_\_\_\_ Alteration \_\_\_\_\_ Repair/Replacement \_\_\_\_\_

Relocation \_\_\_\_\_ Demolition \_\_\_\_\_ Misc. Structure or Equipment \_\_\_\_\_

**4. Description of Project:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**PART 2: DESIGNERS AND CONTRACTORS**

Contractors estimate for the work to be done: \_\_\_\_\_

If the work is to be performed by the homeowner: \_\_\_\_\_

1. Architect/Engineer: Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_
2. General Contractor: Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_
3. Electrical Contractor: Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_
4. Plumbing Contractor: Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_
5. Mechanical Contractor: Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_
6. \_\_\_\_\_ Contractor: Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE-OFFICIAL USE ONLY**

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Date Received: \_\_\_/\_\_\_/\_\_\_ Received by: \_\_\_\_\_

Special approval needed by: \_\_\_ Zoning Board \_\_\_ Planning Board \_\_\_

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### PART 3: PROJECTED LOCATION AND DETAILS

PLEASE ATTACH A SKETCH OR PLOT PLAN!

A sketch of the work to be performed must be made a part of this application. The sketch must include the following:

1. Location of the proposed structure or addition showing the number of stories and all exterior dimensions.
2. The distance of the proposal from lot lines.
3. The distance of the proposal from any structure including neighboring structures
4. The depth of the proposed foundations or footers.
5. The maximum percentage of the lot to be covered by building(s).
6. Addition will be used as: \_\_\_\_\_ Family Room \_\_\_\_\_ Living Room \_\_\_\_\_ Kitchen \_\_\_\_\_ Den  
\_\_\_\_\_ Bedroom \_\_\_\_\_ Bath \_\_\_\_\_ Full -or- \_\_\_\_\_ Half  
Other \_\_\_\_\_
7. Basement: \_\_\_\_\_ Full \_\_\_\_\_ Partial \_\_\_\_\_ Crawl \_\_\_\_\_ Pier \_\_\_\_\_ Slab
8. Garage: \_\_\_\_\_ Attached \_\_\_\_\_ Detached; Utilities \_\_\_\_\_ Electric \_\_\_\_\_ Gas \_\_\_\_\_ Other
9. Deck/Porch: \_\_\_\_\_ Open \_\_\_\_\_ Covered \_\_\_\_\_ Enclosed \_\_\_\_\_ Screened \_\_\_\_\_ Other

# APPLICATION FOR BUILDING PERMIT

## IMPORTANT NOTICES: READ BEFORE SIGNING.

1. Work conducted pursuant to a building permit must be visually inspected by the Code Enforcement Office and must conform to the New York State Uniform Fire Prevention and Building Code, the Code of Ordinance of the Village of Sherman, and all other applicable codes, rules, or regulations.
2. It is the owner's responsibility to contact the Code Enforcement Office at 716-640-3195 (Mon – Fri 9am-2:30pm) at least 48 hours before the owner wishes to have an inspection conducted. More than one inspection may be necessary. This is especially true for "internal work" which will eventually be covered from visual inspection by additional work (i.e. electrical work later to be covered by a wall) **DO NOT PROCEED TO THE NEXT STEP OF CONSTRUCTION IF SUCH "INTERNAL WORK" HAS NOT BEEN INSPECTED.** Otherwise, work may need to be removed at the owner's or contractors' expense to conduct the interior inspection. Close coordination with the Code Enforcement Office will greatly reduce this possibility.
3. OWNER HERBY AGREES TO ALLOW THE CODE ENFORCEMENT OFFICE TO INSPECT THE SUFFICIENCY OF THE WORK BEING DONE PURSUANT TO THIS PERMIT, **PROVIDED HOWEVER, THAT SUCH INSPECTION(S) IS (ARE) LIMITED TO THE WORK BEING CONDUCTED PURSUANT TO THIS PERMIT AND ANY OTHER NON-WORK-RELATED VIOLATIONS WHICH ARE READLY DISCERNIBLE FROM SUCH INSPECTION(S).**
4. New York State law requires contractors to maintain Workers' compensation and Disability Insurance for their employees. No permit will be issued unless currently valid workers compensation and Disability Insurance certificates are attached to this application or are on file with the Bureau of fire prevention and inspection services. If the contractor believes he/she is exempt from the requirements to provide Workers Compensation and/or Disability Benefits, the contractor must complete form C-105.21, attached hereto.
5. If a Certificate of Occupancy is required, the structure shall not be occupied until said certificate has been issued.
6. Work undertaken pursuant to this permit is conditional upon and subject to any state and federal regulations relating to asbestos material.
7. This permit does not include any privilege of enforcement in, over, under, or upon any city street or right-of-way.
8. The building permit card must be displayed so as to be visible from the street nearest to the site of the work being conducted.
9. Any violations of this application will lead to permit removal, stop work orders, fines and or jail time.

I, \_\_\_\_\_, the above – named applicant, herby attest that I am the lawful owner of the property described within or am the lawful agent of said owner and affirm under the penalty of perjury that all statements made by me on this application are true.

(Signature) \_\_\_\_\_ Date: \_\_\_\_\_



CERTIFICATE OF NYS WORKERS' COMPENSATION INSURANCE COVERAGE

Form with fields for: 1a. Legal Name & Address of Insured, 1b. Business Telephone Number of Insured, 1c. NYS Unemployment Insurance Employer Registration Number of Insured, 1d. Federal Employer Identification Number of Insured or Social Security Number, 2. Name and Address of Entity Requesting Proof of Coverage, 3a. Name of Insurance Carrier, 3b. Policy Number of Entity Listed in Box "1a", 3c. Policy effective period, 3d. The Proprietor, Partners or Executive Officers are included/excluded.

This certifies that the insurance carrier indicated above in box "3" insures the business referenced above in box "1a" for workers' compensation under the New York State Workers' Compensation Law. (To use this form, New York (NY) must be listed under Item 3A on the INFORMATION PAGE of the workers' compensation insurance policy). The Insurance Carrier or its licensed agent will send this Certificate of Insurance to the entity listed above as the certificate holder in box "2".

The insurance carrier must notify the above certificate holder and the Workers' Compensation Board within 10 days IF a policy is canceled due to nonpayment of premiums or within 30 days IF there are reasons other than nonpayment of premiums that cancel the policy or eliminate the insured from the coverage indicated on this Certificate. (These notices may be sent by regular mail.) Otherwise, this Certificate is valid for one year after this form is approved by the insurance carrier or its licensed agent, or until the policy expiration date listed in box "3c", whichever is earlier.

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policy listed, nor does it confer any rights or responsibilities beyond those contained in the referenced policy.

This certificate may be used as evidence of a Workers' Compensation contract of insurance only while the underlying policy is in effect.

Please Note: Upon cancellation of the workers' compensation policy indicated on this form, if the business continues to be named on a permit, license or contract issued by a certificate holder, the business must provide that certificate holder with a new Certificate of Workers' Compensation Coverage or other authorized proof that the business is complying with the mandatory coverage requirements of the New York State Workers' Compensation Law.

Under penalty of perjury, I certify that I am an authorized representative or licensed agent of the insurance carrier referenced above and that the named insured has the coverage as depicted on this form.

Approved by: \_\_\_\_\_ (Print name of authorized representative or licensed agent of insurance carrier)

Approved by: \_\_\_\_\_ (Signature) (Date)

Title: \_\_\_\_\_

Telephone Number of authorized representative or licensed agent of insurance carrier: \_\_\_\_\_

Please Note: Only insurance carriers and their licensed agents are authorized to issue Form C-105.2. Insurance brokers are NOT authorized to issue it.

## **Workers' Compensation Law**

### **Section 57. Restriction on issue of permits and the entering into contracts unless compensation is secured.**

1. The head of a state or municipal department, board, commission or office authorized or required by law to issue any permit for or in connection with any work involving the employment of employees in a hazardous employment defined by this chapter, and notwithstanding any general or special statute requiring or authorizing the issue of such permits, shall not issue such permit unless proof duly subscribed by an insurance carrier is produced in a form satisfactory to the chair, that compensation for all employees has been secured as provided by this chapter. Nothing herein, however, shall be construed as creating any liability on the part of such state or municipal department, board, commission or office to pay any compensation to any such employee if so employed.
2. The head of a state or municipal department, board, commission or office authorized or required by law to enter into any contract for or in connection with any work involving the employment of employees in a hazardous employment defined by this chapter, notwithstanding any general or special statute requiring or authorizing any such contract, shall not enter into any such contract unless proof duly subscribed by an insurance carrier is produced in a form satisfactory to the chair, that compensation for all employees has been secured as provided by this chapter.

## Schedule of Fees RES:2019-05-01.15

Recodification Local Law Sec 402 Authorized

|   | Residential    | Agricultural   | Commercial        |
|---|----------------|----------------|-------------------|
|   | 1 & 2 Family   | Agricultural   | & Multi-Dwellings |
| <b>A</b> Any work for which a permit is required but has not been issued (surcharge for prematurely commencing work) (or \$75/week, whichever amount is greater)                                      | 150.00         | 150.00         | 200.00            |
| Any public assembly buildings including but not limited to School, Fire Hall, Yorker Museum, Churches, Library and Masonic Hall shall be deemed residential structures for purposes of this schedule: |                |                |                   |
| <b>B</b> New construction Minimum + \$.10 /sq ft  | 30.00          | 30.00          | Not applicable    |
| New construction Minimum + \$.15 /sq ft   | Not applicable | Not applicable | 40.00             |
| Remodel + \$.10 /sq ft  | 30.00          | 30.00          | Not applicable    |
| Remodel + \$.15 /sq ft  | Not applicable | Not applicable | 40.00             |
| Foundation Repair (when applicable)   | 25.00          | 25.00          | 30.00             |
| Roof no alteration  | 20.00          | 20.00          | 25.00             |
| Roof with alteration  | 30.00          | 30.00          | 40.00             |
| Universal Solar Permit  | 30.00          | 30.00          | 40.00             |
| Universal Solar Permit requiring variance request   | 150.00         | 100.00         | 200.00            |
| Porches & Decks   | 30.00          | 30.00          | 40.00             |
| Porches & Decks requiring variance request  | 60.00          | 60.00          | 75.00             |
| Garage or shed  | 30.00          | 30.00          | 40.00             |
| Garage or shed with stormwater drain  | 45.00          | 45.00          | 60.00             |
| Garage or shed requiring variance request   | 60.00          | 60.00          | 75.00             |
| Swimming Pool   | 20.00          | 20.00          | 20.00             |
| Fence   | 25.00          | 25.00          | 30.00             |
| Fence requiring variance request  | 45.00          | 45.00          | 50.00             |
| Demolition (all inclusive utility inspection, etc.)   | 100.00         | 50.00          | 250.00            |
| Demolition (structural accessory, and other)  | 50.00          | 30.00          | 100.00            |
| Solid Fuel Burning Appliance Inspection   | 30.00          | 30.00          | 30.00             |
| <b>C</b> Final Inspection and Issuance of Occupancy (& temporary)   | 25.00          | 25.00          | 30.00             |
| Certificates of Compliance (& temporary)  | 20.00          | 20.00          | 20.00             |
| Renewal Extension of Permit (Half of Original Total)  | ***            | ***            | ***               |
| <b>D</b> Sign Permit  | 15.00          | 15.00          | 15.00             |
| Sign installation prior to permit issuance  | 30.00          | 30.00          | 40.00             |
| <b>E</b> Dumpster for Temporary Construction (1st 60 days is included with building permit)   | -              | -              | -                 |
| Dumpster Commercial Use Annual Renewal  | Not applicable | 25.00          | 25.00             |
| Dumpster Residential Use 30 day permit  | 15.00          | 15.00          | Not applicable    |
| Dumpster Residential Annual Special Use Permit  | 20.00          |                |                   |
| Dumpster discovered without permit issued   | 60.00          | 60.00          | 75.00             |
| <b>F</b> Fire Prevention Inspection   |                | 30.00          | 40.00             |
| Safety Inspection   |                | 30.00          | 40.00             |
| Combined Fire & Safety  |                | 50.00          | 60.00             |
| Water or Sewer Inspection   | 20.00          | 20.00          | 25.00             |
| Public Assembly Buildings inspections are charged in accordance with commercial in this part F.   |                |                |                   |
| <b>G</b> Initial Special Use Request  | 50.00          | 40.00          | 50.00             |
| Special Use Requiring Annual Renewal  | 30.00          | 30.00          | 30.00             |
| <b>H</b> Variance Request   | 150.00         | 100.00         | 200.00            |