SINGLE FAMILY HOME OR COMMERCIAL
BUILDING PERMIT APPLICATION PROCEDURES AND CHECKLIST
(Do not use this form for pole barns, swimming pools, 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. A copy of the paperwork from the County Health Department, (716) 753-4481, must be on file regarding septic system and private wells. There must be compliance with all Chautauqua Co. Health, rules regarding septic system and well. If there is public water please contact the Town of Portland Water Dept. at (716) 792-9614. If there is public sewer please contact the PPD Sewer District at (716) 672-8778.

3. Complete General Information sheets of Building Permit Application.

4. Complete plot plan noting all setbacks. These must comply with local zoning regulations. If zoning district is not known, contact building/zoning officer.

5. 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

6. 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.nyc.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

7. If contractor doing the work hires any part time or full time help or leases employees, the following proof of insurance must be on file with this office naming the Certificate Holder as: Town of Portland, 87 W. Main St., Brocton, NY 14716.
   - Certificate of NY State Workman’s Compensation Insurance (C-105.2 or U-26.3, ACORD forms not accepted).
   - Certificate of Liability Insurance (ACORD 25)
   - Certificate of Insurance Coverage under the NYS Disability Benefits Law (DB-120.1)

8. A copy of your survey is required for new construction unless you reside in a mobile home park. If you reside in a mobile home park, please follow their procedures as well as the Town’s.

9. Two sets of plans for foundation, building and landscaping (commercial project) must be submitted. Plans are to be drawn by a design professional. Stamped plans are required for all commercial building and for residential construction over 1500 sq. ft. Single and doublewide manufactured homes will have HUD paperwork. Modular and other purchased plans must be New York State plans. Additions require plans drawn to scale. They may not have to be done by a design professional.

10. You must comply with DEC or FEMA Regulations related to wetlands, flood zones and lakeshore. SEQR, and Department of Labor requirements (i.e. asbestos removal laws).

KNOW WHAT’S BELOW, CALL BEFORE YOU DIG. Making one-call just got easier – just dial 8-1-1 when you need to make an underground facility locate request. State and federal laws require a person to call their area one-call center at least two days, and in some cases three days, prior to beginning excavation. Excavators can now use the national designated three-digit number, 811, or continue to use individual state one-call numbers to reach their local one-call center. For more information on the 811 program and media campaign, please visit www.call811.com.

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 blueprints (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) ____________ DATE ____________

Applicant: ____________________________ (Signature) ____________ DATE ____________

OFFICIAL USE ONLY: PERMIT # ____________

Type of Construction: ____________________________ Occupancy ____________________________

Existing Use: ____________________________ Proposed Use: ____________________________

Fee Paid: S ____________ 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.

[Grid for measurement and labeling]

Frontage of lot ______ ft.

Street Name ________________________________
APPLICATION FOR NEW OR EXTENDED ELECTRIC SERVICE
TOWN OF PORTLAND
(PLEASE PRINT CLEARLY AND FILL IN ALL BLANKS)

NAME AND MAILING ADDRESS


GENERAL CONTRACTORS INFORMATION


(Phone)______ (Cell)______ (Phone)______ (Cell)______

WORKER'S COMPENSATION POLICY # ________
(Copy of Policy or an approved Affidavit must be on file prior to issuance of the Permit)

PROPOSED WORK: New Service Alteration to an existing service

DESCRIPTION OF PROJECT: Single Phase Three Phase

Size of New Service in Amps:_________

Voltage: 120/240 120/208 277/480 4800/320Y

Single Family Multi-Family Commercial

Will any additional electric meters be required? ______

List any single loads in excess of 2,000 watts:

Describe the type of work to be performed:


Name of Electrical Inspector: ____________

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

Owner of Property: ____________________________ (Signature) ______ DATE

Applicant: ____________________________ (Signature) ______ DATE

BUILDING INSPECTOR DATE
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