



# TOWN OF PORTER

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**Code Enforcement office** ♦ [p.jeffery@townofporter.net](mailto:p.jeffery@townofporter.net) ♦ mobile (716) 280-8009

## BUILDING PERMIT REQUIREMENT CHECKLIST:

- Construction documents:** Plans, sections, details, and specifications for all new work and or alterations; *significant work (at the discretion of the Code Enforcement Officer) requires:*
  - Documents shall be sealed/certified by a professional unless waived by the Code Enforcement Officer – as per NYS regulations (write out exclusions required by law).
  - "RES-check" documents – sealed/certified by professional
  - Code review checklist – sealed/certified by professional. "2015 IRC for one and or two-family dwelling plan review record"
- Site plan:** (plot/plat plan) which locates all structures (both existing and proposed) on a parcel. The site plan shall be a certified (professional) for significant new work. Sketch type Site plan may be used for minor projects *(at the discretion of the Code Enforcement Officer)* unless specifically designated in Federal, State, or local laws.
- Grading plan:** As per separate document "**Site/Grading Plan Requirements.**" A grading plan for all *significant* new work shall be *at the discretion of the Code Enforcement Officer.*
  - Engineering Cost Recovery deposit:** Grading plan reviews require.
- Two (2) sets of above required drawings/ documents shall be submitted;** Construction documents which are accepted as part of the application for a building permit shall be marked as accepted by the Code Enforcement Officer in writing or by stamp. One set of the accepted construction documents shall be retained by the Code Enforcement Officer, and one set of the accepted construction documents shall be returned to the applicant to be kept at the work site so as to be available for use by the Code Enforcement personnel. However, the return of a set of accepted construction documents to the applicant shall not be construed as authorization to commence work, nor as an indication that a building permit will be issued. Work shall not be commenced until and unless a building permit is issued.
- Electronic Construction Documents:** drawing file (PDF format) emailed to [p.jeffery@townofporter.net](mailto:p.jeffery@townofporter.net) or on other approved media.
- Proof of insurance:** (Worker compensation, liability, and disability). Workers comp. & disability insurance document must be submitted on one of the following forms: (refer to [www.wcb.ny.gov](http://www.wcb.ny.gov) )
  - Liability insurance can be submitted on an "Accord" form.
  - Form C-105.2, U-26.3,
  - CE-200 – Exempt forms for property owners contact your insurance agent/carrier for help. Property owners who are completing the work themselves and not sub-contracting work out can submit, as per NYS worker comp. board requirements the CE-200 – Exempt forms for property owners. (refer to [www.wcb.ny.gov](http://www.wcb.ny.gov) )
- Septic system design documents:** required for New occupied Structures and Additions to Occupied structures; provide system drawings with;  Approval from Niagara County Health Department
- Soil bearing/compression test:** certified by licensed professional
  - Required for significant new work; shall be *at the discretion of the Code Enforcement Officer.*

## INSPECTION REQUIREMENTS:

Work shall remain **accessible and exposed** until *inspected and accepted* by the Code Enforcement Officer. The permit holder shall notify the Code Enforcement Officer when any element of work described herein is ready for inspection.

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| <input type="checkbox"/> <b>Work site</b> prior to the issuance of a building permit     | <input type="checkbox"/> <b>Fire-resistant construction</b> and or penetrations (i.e.: double layers of Gypsum board with overlapped joints)           |
| <input type="checkbox"/> <b>Footing and foundation</b>                                   | <input type="checkbox"/> Solid-fuel-burning <b>heating appliances, chimneys, flues, or gas vents</b>   |
| <input type="checkbox"/> Preparation for <b>concrete slab</b>                            | <input type="checkbox"/> <b>Insulation</b> - Energy Code compliance  |
| <input type="checkbox"/> Rough <b>framing</b>  | <input type="checkbox"/> <b>Final</b> – Certificate of Occupancy -final inspection after all work authorized by the building permit has been completed |
| <input type="checkbox"/> Rough <b>plumbing, electrical, &amp; HVAC</b>                   |  |
| <input type="checkbox"/> <b>Building systems</b> , including any underground components. |  |

I agree to inspection requirements (initials of Applicant): \_\_\_\_\_ date: \_\_\_\_\_