

TOWN OF HANOVER
DEPARTMENT OF CODE ENFORCEMENT
68 Hanover Street. SILVER CREEK, N.Y. 14136
PHONE: (716) 934-2920 FAX: (716) 934-7991

BEFORE THE USE / USES DESCRIBED
IN THIS APPLICATION CAN BE
IMPLEMENTED A **CERTIFICATE OF
COMPLIANCE or OCCUPANCY** MUST BE OBTAINED.

TO BE FILLED OUT BY BUILDING INSPECTOR

PERMIT NO. _____	HAMLET _____
PERMIT DATE: _____	PERMIT EXPIRES: _____
ZONING DIST. _____	VALUE OF WORK: _____
APPROVED BY: _____	PERMIT FEE: _____
\$150 ≤ 1,000 sqft ☐ / 1,001 ≥ 2,000 ☐ / \$300 > 2,000 \$10/25 SQFT INCREASE ☐	

☐ Variance Required ☐ Granted ☐ Denied Date _____ ☐ N.O.D. attached

BUILDING PERMIT

OWNER: _____ ADDRESS: _____

PHONE _____

LOCATION: _____

TAX ID: SECTION _____ BLOCK _____ LOT _____

OCCUPANCY CLASSIFICATION: _____

ARE NEW YORK STATE LICENSED ARCHITECT / ENGINEER PLANS
ACCOMPANYING THIS APPLICATION? ☐ YES ☐ NO

IF NO, OR NOT NEEDED (PER CODE OFFICIAL) A DETAILED SKETCH OF
PROPOSED CONSTRUCTION MUST BE PROVIDED ON ADDITIONAL SHEET.

CERTIFICATE OF LIABILITY & WORKMANS COMP INS.: ☐

(Must have prior to permit being issued)

NAME OF BUILDER: _____

ADDRESS: _____ PHONE: _____

☐ CERTIFICATE OF INSURANCE ON FILE ☐ CERTIFICATE OF INSURANCE NEEDED

*DIG SAFELY NEW YORK 1-800-962-7962
IT'S THE LAW CALL BEFORE YOU DIG*

www.digsafelynewyork.com

NO BUILDING PERMITS WILL BE ISSUED PRIOR TO APPROVAL OF A SEWER HOOK-UP PERMIT FROM THE
CHAUTAUQUA COUNTY HEALTH DEPARTMENT OR WHERE APPLICABLE FROM THE TOWN / VILLAGE
WATER AND SEWER DEPARTMENTS. NO EXCEPTIONS!

NATURE OF PROPOSED WORK:

☐ NEW BUILDING CONSTRUCTION TOTAL SQUARE FEET _____

BEDROOMS: 1 2 3 4 OTHER: _____ BATHROOMS: 1 1 ½ 2 OTHER: _____

☐ ADDITION TO BUILDING TOTAL SQUARE FEET _____

LOCATION: ☐ FRONT ☐ REAR ☐ SIDE (L OR R)

☐ ALTERATION TO BUILDING ☐ RECONSTRUCTION

☐ OTHER WORK / DESCRIBE: _____

☐ FOUNDATION ☐ WALL

MANUFACTURED HOMES

☐ MFG. HOME: MDL.# _____ MAKE: _____

☐ MODULAR

YEAR _____ SIZE _____ WITH OUT TONGUE

BEDROOMS: 1 2 3 4 OTHER: _____ BATHROOMS: 1 1 ½ 2 OTHER: _____
(CIRCLE)

☐ DRIVEWAY REQUIRED ☐ YES ☐ NO
(If yes, Driveway Permit is required before Building Permit is issued.)

FLOOD PLAIN ☐ YES ☐ NO (IF YES PLAIN FLOOD PERMIT IS REQUIRED)

OCCUPANCY / MAIN BUILDING

☐ ONE FAMILY ☐ TWO-FAMILY ☐ MULTIPAL DWELLING UNIT

☐ NON-RESIDENTIAL BUILDING / STRUCTURE

☐ BUSINESS

KIND OF CONSTRUCTION

☐ WOOD FRAME ☐ FIRE SAFE / MASONARY

☐ OTHER _____

WILL ANY SECOND HAND LUMBER BE USED? ☐ YES ☐ NO

IF SO, FOR WHAT? _____

BASEMENT: ☐ YES ☐ NO

MATERIALS: ☐ POURED CONCRETE ☐ CINDER BLOCK

☐ PRE-FORM (REQUIRES ENGINEER APPROVAL)

☐ SLAB ☐ CRAWL ☐ FULL

FOOTER THICKNESS: _____ X WIDTH _____ WALL THICKNESS: _____

DEPTH OF FOUNDATION WALLS BELOW GRADE: _____

ROOF

☐ SLOPE ☐ FLAT

MATERIALS: ☐ ASPHALT SHINGLE ☐ SINGLE PLY MEMBRANE

☐ ROLLED MINERAL ☐ CORRUGATED PLASTIC

☐ METAL ☐ WOOD SHAKE SHINGLE

EXTERIOR FINISH

☐ VINYL SIDING ☐ WOOD ☐ OTHER SPECIFY _____

IF GARAGE IS TO BE ATTACHED, OF WHAT MATERIAL IS WALL BETWEEN
GARAGE AND MAIN BUILDING TO BE CONSTRUCTED? _____

IS THERE TO BE AN OPENING BETWEEN GARAGE AND MAIN BUILDING?

☐ YES ☐ NO

IF YES, FIRE RATED DOOR REQUIRED.

HEATING SYSTEM

☐ FORCED AIR ☐ CENTRAL A/C ☐ BASE BOARD ☐ INFLOOR RADIANT

FUEL TYPE: ☐ ELECTRIC ☐ GAS ☐ LP ☐ OIL ☐ WOOD/COAL

WILL FLUE-LINED CHIMNEY BE INVOLVED? ☐ YES ☐ NO

WATER SUPPLY / SEWER

☐ PUBLIC ☐ PRIVATE

PLAN OF PROPOSED CONSTRUCTION. Fill only for new building or addition or alteration to existing building when no separate plans are required to be filed with this application. Make drawings at scale of one square equals on foot. Make sketch of floor plans of first and second floors; indicating dimensions of buildings, rooms, doors, windows, etc. location of chimney and plumbing fixtures, etc.

I hereby apply under the Zoning Ordinance and the building Code of the Town / Village of _____, New York for a permit to construct or alter a building and / or accessory structures as set forth above, and I certify that the statements herein contained are true or to the best of my knowledge and belief.

Signature of Applicant _____

Address _____ Phone _____

Date _____

The application of the above stated person (s) is hereby

☐ Approved, ☐ Disapproved.

Reasons for disapproval _____

Date: _____

Town of Hanover Code Enforcement Officer