



Code Enforcement Officer

Ryan O. Mourer

716-673-6932

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4737 Willow Rd. Dunkirk, New York 14048 (716-366-3967) Fax (716-366-3544)

GENERAL REQUIREMENTS FOR PERMIT ISSUANCE

- All building permit applications must be completed in full, including complete and signed statement. Incomplete applications will be returned for correction.
- Completed request must include application, drawing by homeowner/builder (or stamped engineer drawing). Drawings must show elevations, detailed building plans, and all materials used. Most new buildings will require a stamped drawing from an engineer licensed by New York State, particularly if the building costs are over \$9,999.00 or at the discretion of Code Enforcement Officer Ryan Mourer
- All new buildings or additions must have a current survey submitted with location and measurements of setbacks from the property lines.
- Steel roofs must have grounding completed and be inspected by an electrical inspector.
- If application indicates the need for an area variance or use variance, please also complete the appropriate variance request forms. These may be submitted with the building permit application and an additional fee of \$150.00 (non-commercial use) or \$300 (commercial use). Any questions regarding the need for a variance should be directed to the Code Enforcement Officer.
- All required insurances must be completed and submitted with the permit application to be considered. See page 2 for insurance information and requirements.
- **ALL** permits require permit fees to be paid prior to release. If applicant is unable to determine amount of fee, please contact Code Enforcement Officer Ryan Mourer at romourer@gmail.com.
- **Approved permits can be picked up at the Town Clerk's office Monday – Friday 8am-3pm or emailed by request. Applicants will be notified by the Code Enforcement Officer and/or Zoning/Planning Secretary when the permits are available.**

No permit will be released without the above information completed and returned to the Town of Dunkirk. Submission of paperwork is not a guarantee of approval.

YOU CANNOT BEGIN WORK UNTIL YOU RECEIVE A BUILDING PERMIT TO POST.

THIS PERMIT MUST BE APPROVED AND SIGNED BY CODE ENFORCEMENT OFFICER RYAN MOURER PRIOR TO STARTING ANY PORTION OF A PROJECT.

FAILURE TO COMPLY MAY RESULT IN A FINE AND/OR STOP WORK ORDER.



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New York State Law requires all municipalities to collect proof of insurance prior to issuing a building permit when a contractor is used. The contractor of record must have current insurance certificates on file with the Building and Codes Department before a permit may be issued. This is to ensure protection from liability for the home/business owner as well as the Town of Dunkirk. Failure to comply will result in withholding of permit, stop work order issuance, and immediate notification to the NYS Department of Labor.

INSURANCE REQUIREMENTS

These are required for ALL permits without exception

1. General liability (NO CE200 exemptions or other exceptions)
2. Workers' Compensation:
 - a. Form C105.2 (coverage through a private carrier)
 - b. Form GSI-105.2 (coverage through New York State)
 - c. Form U-26.3 (coverage through NYS Insurance Fund)
 - d. Form CE-200: (Certificate of Attestation of Exemption from NYS Worker's Compensation and/or NYS Disability Insurance coverage) CE200 allows an exemption IF Articles of Incorporation are included and show all individuals on the CE200 are partial owners of the company. The Town of Dunkirk must have the original, signed form, which can be generated through the State's website at: www.BusinessExpress.ny.gov
3. Disability Insurance:
 - a. Form DB120.1
 - b. CE-200: The Town of Dunkirk must have the original, signed form, which can be generated through the State's website at: www.BusinessExpress.ny.gov

****no religious exemptions or insurances will be accepted****

All insurances must name the Town of Dunkirk a Certificate Holder with current date

**Insurance documents may be emailed to the Zoning and Planning Secretary
attn: Samantha Przybycien at deputytownclerk@townofdunkirkny.gov**

AND

Code Enforcement Officer Ryan Mourer at romourer@gmail.com

TOWN OF DUNKIRK BUILDING PERMIT APPLICATION

PERMIT# _____

DATE ISSUED _____

NAME _____

ADDRESS _____

PHONE NUMBER _____

email: _____

PERMIT FOR _____

PROJECT LOCATION _____

ZONING VARIANCE REQUIRED _____

ZONING BOARD APPROVAL/DISAPPROVAL

DATE _____

OTHER BOARD APPROVAL

DATE _____

SPECIAL USE PERMIT _____

CERTIFICATE OF OCCUPANCY # _____ DATE _____

CERTIFICATE OF COMPLIANCE # _____ DATE _____

IT'S THE LAW
CALL UFPO
(2) WORKING DAYS
BEFORE YOU DIG
1-800-962-7962



Ryan Mourer
Zoning Officer
Code Enforcement Officer

Town Hall (716) 366-3967

APPLICATION FOR BUILDING PERMIT

DATE _____

All plans and specifications shall be in accordance with the State Education Law, Section 7307 and 7209. This law requires that the seal and signature of a licensed architect or professional engineer be affixed to all plans submitted except residential buildings under 1600 square feet of living area, or to alterations costing under ten thousand dollars. In some types of construction, three sets of plans (including site and landscaping, elevations, sections, details, dimension and schedules) and specifications describing the proposed work are to be submitted with the application. Any questions can be answered by the Zoning Officer at the above number.

INSTRUCTIONS

1. This application blank is to be filled out by typing or printing and must be submitted to the Zoning Officer of the Town of Dunkirk.
2. Completed Building Permit Application must be filed with the Zoning Officer by the applicant or his representative.
3. The work covered by this application shall not be commenced before issuance of a Building Permit by the Zoning Officer.
4. Upon approval of this application a Building permit will be issued to the applicant by the Zoning Officer. The Building Permit shall be posted upon the premises in a conspicuous place so as to be visible from the street throughout the period of construction.
5. No structure or use for which a Building Permit has been issued shall be occupied or used in whole or part upon completion for any purpose until a Certificate of Occupancy shall have been granted by the Enforcement Officer.
6. Construction is to be in accordance with the provisions of the New York State Uniform Fire and Building Code.

Application is hereby made for permission to _____

Type of Building _____ Type of Siding _____

Type of Foundation _____ To be used as _____

Size of Building _____ ft. wide _____ ft. long _____ ft. high _____

Building to be located on the ☐ front ☐ rear ☐ side Sec. _____; Block _____; Lot _____

Size of lot on which building is to be located is _____ ft. wide, _____ ft. deep

Distance of building to front property line is _____ ft. The nearest right is _____ ft. and the nearest left is _____ ft. Rear yard is _____ ft. All new structures must include survey

Zoned _____ To be located at _____

on ☐ North ☐ South ☐ East ☐ West side.Is area in flood plain? ☐ Yes ☐ No Explanation _____Water supply ☐ Public ☐ Private Water obtained from _____

Sewage Disposal - accessible public or septic _____

Heating source _____ Type of fuel _____

Owner _____ Address _____ Phone _____

Contractor _____ Address _____ Phone _____

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 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 premise and public streets.
- 3 Locate and label clearly and distinctly all buildings and structures, show widths and depths of all yards, show names of all streets and indicate north with a north arrow.

SHOW DISTANCE FROM BUILDING TO SIDE, FRONT AND REAR LOT LINES

Rear of Lot _____

Left Side Depth of Lot _____

Right side Depth of Lot _____

Frontage of Lot _____

Road Name _____