



4737 WILLOW RD. · DUNKIRK, NEW YORK 14048 · (716) 366-3967 · Fax (716) 366-3544

Requirements before releasing

Building Permit Application filled out in full. Must complete and sign statement with dollar amount in rear as well. Include application, drawing by homeowner/builder and or stamped engineered drawing.

All new buildings or additions must have a current survey submitted with location and measurements of setbacks from the lines included.

Steel roofs must have grounding completed on all and inspected by electrical inspector.

Must provide a drawing with elevations showing how it will be built and all materials.

Most new buildings will require a stamp drawing from an engineer licensed by NYS especially if the costs are over \$9,999.00 or if the CEO Ryan Mourer at his discretion deems it to be required.

All Permits must include permit fee to be paid in advance. If not sure the amount ask CEO – Ryan Mourer via email at romourer@gmail.com.

If your application knowingly needing an area variance or use variance may turn that in with the building permit application and a fee of \$150.00 for noncommercial use and \$300.00 for any and all commercial uses.

Insurance Requirements. MUST HAVE NO EXCEPTIONS!!!

General Liability (CE200 does not make the exempt, no exceptions please) MUST HAVE

Workers Comp C 105 FORM REQUIRED (CE200 allows them to be exempt if they provide an articles of incorporation showing all listed people on CE200 are part owner of company)

Disability Ins. DB 120 FORM REQUIRED

No religious exemptions or insurance's are accepted.

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

Is the contractor insured? If yes move onto the requirements for Insured contractors requirements. If not move on to CE200 info requirements. This is so the homeowner & The Town of Dunkirk are protected.

Not home owner installed – following documents are must or a CE200 exception. CE200 must show all people working on the jobsite listed on it as owners of the company. **NO EXCEPTIONS _ BUILDING PERMIT WILL BE CANCELLED AND STOP ORDER WORK ISSUED. FURTHERMORE DEPARTMENT OF LABOR WILL BE NOTIFIED IMMEDIATELY.** This is a criminal offensive punishable by law and or fine by NYS.

No permit will be released without this information completed and turned into our office first. Turning in the paper work does not give anybody permission to start or assumed they are approved. Until you have a permit signed by our CEO - Ryan-Mourer, you may not start any work at all.



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Code Enforcement Officer
 Ryan O. Mourer
 (716) 673-6932
 romourer@gmail.com

YOU CAN NOT BEGIN WORK EVEN AFTER YOU HAVE COMPLETED THIS APPLICATION UNTIL: YOU RECEIVE A BUILDING PERMIT TO POST AND IT MUST BE SIGNED BY THE CODE ENFORCEMENT OFFICER PRIOR TO STARTING ANY PORTION OF THE PROJECT. FAILURE TO COMPLY CAN LEAD TO A FINE AND OR STOP WORK ORDER.

New York State Law requires all municipalities to collect proof of insurance prior to issuing a building permit where a contractor is used. The contractor of record must have current insurance certificates on file with the Building & Codes Department before a building permit can be issued.

Below are the required forms:

Contractor Insurance Requirements for Building Permits must be submitted in this format:

▶ **GENERAL LIABILITY** insurance coverage naming the Town of Dunkirk as 'Certificate Holder' as follows:

*Town of Dunkirk
 4737 Willow Rd
 Dunkirk, NY 14048*

▶ **WORKERS' COMPENSATION** insurance coverage naming the Town of Dunkirk as 'Certificate Holder' can be one of the following:

-- C105.2 (coverage thru private carrier)
 -- GSI-105.2 (coverage thru NYS)
 -- U-26.3 (coverage thru NYS Insurance Fund)
 -- CE-200: Certificate of Attestation of Exemption from NYS Worker's Compensation and/or NYS Disability insurance coverage. The Town of Dunkirk must have the signed original CE-200 form. The form can be generated through the State's website at: www.BusinessExpress.ny.gov

▶ **DISABILITY BENEFITS** coverage, naming the Town of Dunkirk as 'Certificate Holder' can be one of the following:

-- DB 120.1
 -- CE-200: Certificate of Attestation of Exemption from NYS Worker's Compensation and/or NYS Disability insurance coverage. The Town of Dunkirk must have the signed original CE-200 form. The form can be generated through the State's website at: www.BusinessExpress.ny.gov

Insurance documents may be emailed to the Building & Codes Department attn.:
 Deputy Town Clerk Lisa Boyle at townclerk@dunkirkny.org

TOWN OF DUNKIRK BUILDING PERMIT APPLICATION

PERMIT# _____

DATE ISSUED _____

NAME _____

ADDRESS _____

PHONE NUMBER _____

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 1500 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 _____

THIS APPLICATION IS HEREBY MADE TO THE Zoning Officer of the Town of Dunkirk, for the issuance of a building permit pursuant to the Zoning Ordinance of the Town of Dunkirk. The applicant agrees to comply with all the applicable laws, ordinances, and regulations. The applicant states that he is the owner, agent or representative of said owner or owners; that all statements made in this application are true to the best of his knowledge and belief; and that the work will be performed in the manner set forth in this application. In addition, application is hereby made for the issuance of a Certificate of Occupancy for the structure(s) or use(s) as described above. The applicant certifies that upon completion of the work upon the structure described above he will notify the Enforcement Officer so that the officer can or cause to be made a final inspection of the structure prior to issuing the Certificate of Occupancy.

The applicant consents to permit the Zoning Officer and the Fire Code Inspection Officer to enter upon the premises to inspect work authorized by the building permit.

The estimated cost for performance of this application is \$ _____

_____ being duly sworn, deposes and says that he is the above petitioner and owner, or the authorized agent of the owner of the premises named and described herein, that he has secured, not secured compensation insurance to cover his employees, carried by _____

In accordance with the Workman's Compensation Law of the State of New York, and that he hereby applies to the Zoning Officer for permission to _____ a building, as set forth in said petition. The deponent further says that he has read and know the contents of this petition, and that the same correctly states the estimated cost, use and location of the building to be erected, altered or demolished. Permit, if issued will be valid for 6 months.

Petitioner and Owner

Agent of Owner

PERMIT

Permission is hereby granted to _____ to _____

described in the foregoing application. This permit issued subject to compliance with all applicable laws, ordinances and regulations.

Estimated cost or value of construction is \$ _____

Building Inspected and Approved _____

Fee \$ _____

Certificate of Occupancy # _____

Date issued _____

Approved this _____ day of _____, 2024

Signed _____

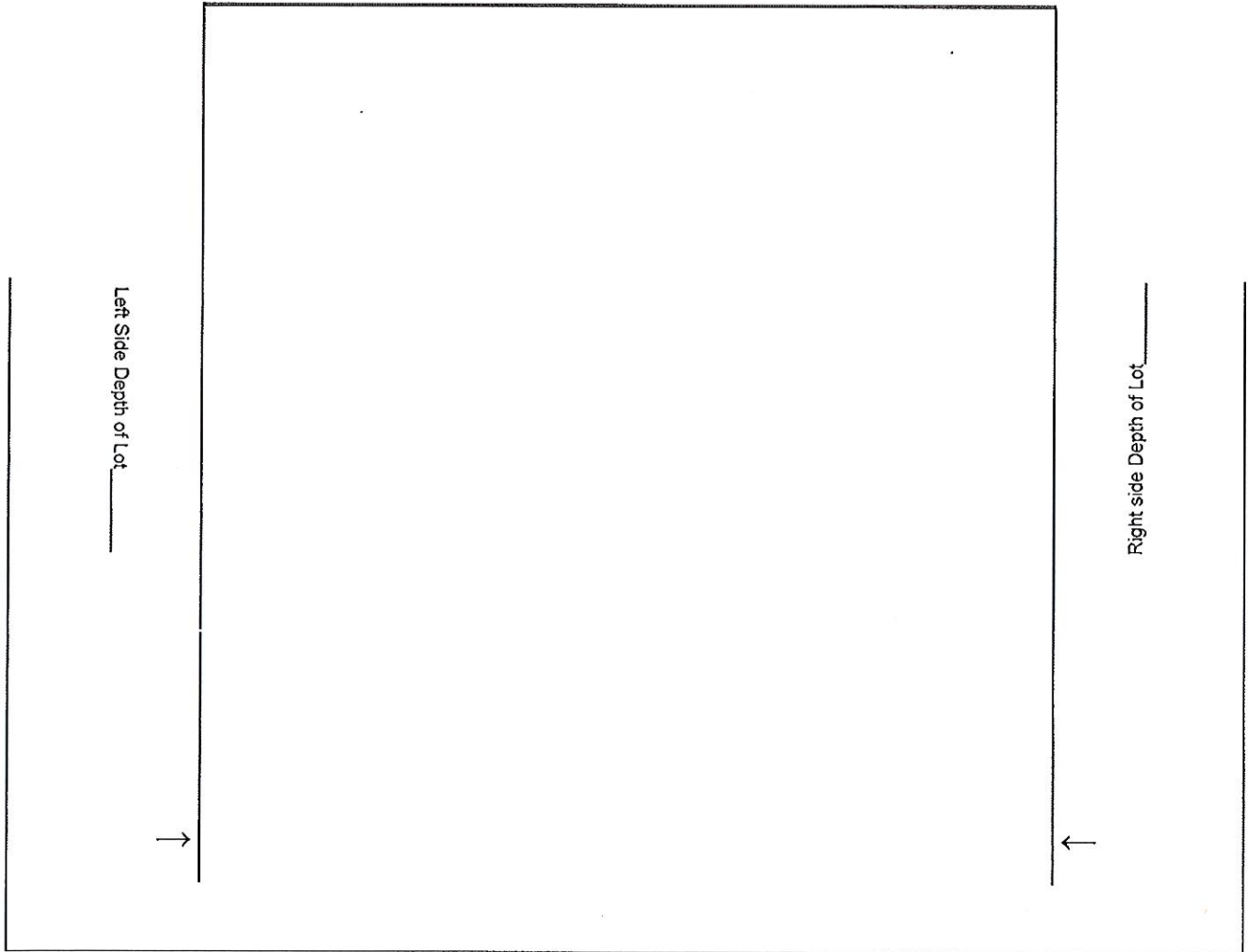
Zoning Officer

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 _____



Frontage of Lot _____

Road Name _____