


VILLAGE OF SPRINGVILLE

Permit Application
PLEASE PRINT CLEARLY

Property Address: _____
Springville, NY 14141

Property Owner Name: _____
Address: _____
Phone # _____ Day Phone # _____
Email: _____
Signature: _____ Date: _____

Applicant Name: _____
Address: _____
Phone # _____ Day Phone # _____
Email: _____
Signature: _____ Date: _____

Architect/Engineer Name: _____
Address: _____
Phone # _____ Day Phone # _____

Contractors

Name:	Address:	Phone #
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Description of Work: _____
Intended use of Property: _____
Estimated Value of Work \$ _____
Estimated Completion Date _____
Additional New Square Feet _____


VILLAGE OF SPRINGVILLE

Permit Application Office Information

Property Address: _____
Springville, NY 14141

SBL#: _____ Permit #: _____
Zoning District: _____
SEQR Action Type: _____
Erie County Planning: _____

Fees	Date: _____	Amount: _____	Initials: _____
	Date: _____	Amount: _____	Initials: _____
	Date: _____	Amount: _____	Initials: _____

Building Inspector _____ Accepted / Denied _____

Signature Date

Comments: _____

Planning Board _____ Approved / Denied / Approved with Stipulations _____

Signature Date

Comments: _____

**Zoning Board
of Appeals** _____ Approved / Denied / Approved with Stipulations _____

Signature Date

Comments: _____



VILLAGE OF SPRINGVILLE

5 West Main St.
PO Box 17
Springville, NY 14141
(716) 592-4936

Instructions for Building Permit Application

Notice: It is a violation of the code of the Village of Springville to proceed with any building operations before this application is approved and a permit has been issued. A payment of double the fee will be assessed for anyone starting without a permit and a stop of the work until an application is approved.

1. This application must be completely filled out, PLEASE PRINT and use ink, and returned to the Village Office with payment of fees. Applications must be Signed and Dated.
2. A plot plan showing location of lot and buildings on the property, dimensions to property lines, streets and other buildings, and the location of the proposed project. A copy of the survey should be used.
3. Drawings must show sufficient information regarding materials and dimensions. Project must conform to NYS Building and Fire Prevention Code. Most projects with structural improvements will require drawings stamped by a NY State licensed architect or engineer.
4. Contractor must be licensed in the Village. All that is necessary to get licensed is proof of insurance; certificates for disability and workers compensation are required. There is no cost. This is NY State Law.

If the Contractor is Exempt from workers compensation, then they need to supply a CE 200 form. This form is also required if the Home Owner is performing the work.
ACCORD FORMS ARE NOT ACCEPTABLE

5. Upon approval of this application the Building Inspector will issue a Permit Certificate along with one copy of the approved application and drawings. The Permit Certificate must be posted so that it is visible to the street.
6. It's the law, call before you dig! 1-800-962-7962 OR 811
7. A list of the required inspections will accompany the permit. You must call this office at 592-4936 to arrange each inspection. You must receive approval from the Building Inspector before continuing with the project.
8. Electric inspections are made by an approved Third Party Inspector. A list is available at the Village Office. This will require an additional fee. Inspections will be made prior to covering wires and when completed.
9. All sewer and water hook ups must be arranged with the sewer and water divisions of the Village. The work must be done by an approved contractor. The fees must be paid in advance.
10. The permit will be good for six months, unless otherwise arranged. Extensions can be issued by contacting the Building Inspector prior to expiration date.
11. No person shall make changes to the approved plans without contacting the Building Inspector for approval.
12. Upon completion of all construction, notification shall be made to the Building Inspector for the issuance of a Certificate of Occupancy. It is unlawful to use any structure in whole or in part for any purpose whatsoever until a certificate has been issued.

Direct any questions to the Code Enforcement Officer at 5 West Main St. or call at 592-4936.

Rev 01/25/2022