

  
**VILLAGE OF SPRINGVILLE**  


**Permit Application for Accessory Building**  
**PLEASE PRINT CLEARLY**

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**Property Address:** \_\_\_\_\_  
Springville, NY 14141

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**Property Owner** Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone # \_\_\_\_\_ Day Phone # \_\_\_\_\_  
Email: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Applicant** Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone # \_\_\_\_\_ Day Phone # \_\_\_\_\_  
Email: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Architect/Engineer** Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone # \_\_\_\_\_ Day Phone # \_\_\_\_\_

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**Contractors**

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

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Sizes of Structure Length \_\_\_\_\_ Width \_\_\_\_\_ Height \_\_\_\_\_  
Total Square Feet \_\_\_\_\_

Please provide a sketch or survey showing distance from property lines and other structures.  
Drawing showing how constructed and materials. Structures over 144 sq. ft may require licensed stamped drawings showing compliance to the Building Code.

**Remember electric needs to be approved by a Third Party Inspector!!!!**

Estimated Value of Work \$ \_\_\_\_\_  
Estimated Completion Date \_\_\_\_\_

# Village of Springville

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

## **Instructions for Building Permit Application** **Accessory Buildings, Garage, Shed**

**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.
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. Some projects with structural improvements will require drawings stamped by a NY State licensed architect or engineer.
4. If using a contractor or subcontractors, they 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 required by State Law.
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 on the premises.
6. It's the law, call before you dig! 1-800-962-7962
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 a third party inspector. A list of acceptable inspectors are 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 certificate has been issued.

***Direct any questions to the Building Inspector at 5 West Main St. or call at 592-4936.***

Rev 6/1/2019