

# TOWN OF MANSFIELD

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Code Enforcement Officer  
Gil Wiswall  
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Robert C. Keis, Sr., Supervisor  
Betty Jane Horning, Town Clerk

## Building Permit Application

Permit No. \_\_\_\_\_ (for office use)

**NOTE: Two sets of construction documents must be submitted with the application**

1. Applicant's name, address, and phone number:

Applicant is (check all that apply)  Owner  Agent  Design Professional  
 Contractor  Other (specify)

2. Property owner's name, permanent address, and phone number (if different from 1.):

3. Contractor's name, address, and phone number (if not previously shown above):

If wages are being paid for the performance of work, **ATTACH** one of the following forms documenting that you are a) **insured** (Form C-105.2 or U-26.3), b) **self-insured** (Form SI-12 or GSI-105.2), -OR-c) **exempt** (Form CE-200) and therefore are in compliance with Workers Compensation and Disability Benefit laws.

If the property owner is acting as the contractor AND no wages are being paid in excess of 40 hours/week AND the project is not new home construction, **ATTACH** a completed Form BP-1 Affidavit of Exemption to Show Proof of Workers' Compensation Insurance.

If the property owner is acting as the contractor AND no wages are being paid in excess of 40 hours/week AND the project is new home construction, **ATTACH** a completed Form CE-200.

4. Proposed Project Location

Address:

Tax Number: \_\_\_\_\_

Lot dimensions: \_\_\_\_\_

Set backs: Front \_\_\_\_\_ ft.      Side 1 \_\_\_\_\_ ft.      Side 2 \_\_\_\_\_ ft.      Rear \_\_\_\_\_ ft.

**Attach** a sketch of the proposed project in relation to property lines, setbacks, and existing features such as well, septic, existing buildings

Flood Plain:    Site \_\_\_ is      \_\_\_ is not    within a flood plain

Wetland:        Site \_\_\_ is      \_\_\_ is not    in a designated wetland

5. Proposed Project Description

Check all that apply:    \_\_\_ New Building    \_\_\_ Addition      \_\_\_ Alteration/Repair      \_\_\_ Change of Use

Intended use and occupancy: \_\_\_\_\_

Describe the work to be accomplished

**Attach** two complete sets of construction drawings.

Name, address, and phone number of design professional:

Cost of new construction and addition: \$ \_\_\_\_\_

Cost of alteration/repair: \$ \_\_\_\_\_

6. Other

- **Attach** a Cattaraugus County Health Department permit to construct a small sewage disposal system if applicable.
- **Attach** a copy of manufacturer's installation instructions for solid fuel burning appliance if applicable

## BUILDING PERMIT FEE SCHEDULE

PROJECT	RATE	MULTIPLIER	FEE
New Residential	\$0.15/ft <sup>2</sup>		
Additions	\$0.15/ft <sup>2</sup>		
Attached Garage	\$0.10/ft <sup>2</sup>		
Pole Barn	\$0.10/ft <sup>2</sup>		
Deck or Porch	\$0.10/ft <sup>2</sup>		
Mobile and Manufactured Home	\$0.15/ft <sup>2</sup>		
Renovation/remodeling	\$0.15/ft <sup>2</sup>		
Minor alterations/repairs	\$0.10/ft <sup>2</sup>		
Wood Stove & chimney	\$10.00	N/A	
Swimming Pool	\$10.00	N/A	
Demolition	\$10.00	N/A	
New Commercial or Industrial			
Up to and including 10,000 ft <sup>2</sup>	\$0.15/ft <sup>2</sup>		
Over 10,000 ft <sup>2</sup>	\$1,500 + \$0.10/ft <sup>2</sup>		
All others based on cost of construction			
Up to and including \$1,000,000	\$5 for each \$1,000 in cost		
Over \$1,000,000	\$2 for each \$1,000 in cost		
Building Permit Renewal Fee	\$25.00	N/A	
Permit after construction has begun	\$100 + double permit fee		
Recreational Vehicle Permit	\$10.00		
<b>TOTAL FEE</b>			

### 8. Certification

By the signature below, the applicant certifies that:

- The project will be completed in compliance with all applicable laws, ordinances, and codes.
- The work will be performed according to the approved plans and no changes will be implemented without the prior approval of the Code Enforcement Officer.
- No work will proceed before each required interim inspection has been completed and the Building Permit has been signed by the Code Enforcement Officer.
- The information contained herein is true and correct to the best of my knowledge.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

# Building Permit Application Instructions

1. Complete boxes 1 through 3. NOTE: address and phone number need be entered only once for an individual.
2. BOX 3 Workers' compensation and disability benefits are necessary if wages are to be paid to anyone working on the project. In order for a Building Permit to be issued, all business must : a) be legally exempt from obtaining workers' compensation and disability insurance coverage; or b) obtain such coverage from insurance carriers; or c) be a Board-approved self-insured employer; or d) participate in an authorized group self-insurance plan. All contractors MUST provide documentation indicated before a permit will be issued. Homeowners may file Form BP-1 if they occupy the residence for which the permit is requested, are listed as the general contractor on the permit application and they are performing all work by themselves or with unpaid assistance, and/or they are paying wages an aggregate total of less than 40 hours per week. Visit [www.wcb.ny.gov](http://www.wcb.ny.gov) for more information and to obtain forms.
3. BOX 4 The tax number can be obtained from the local assessor, by consulting the appropriate tax map, through your county real property tax office ([ww2.cattco.org/real-property-and-gis](http://ww2.cattco.org/real-property-and-gis)). Consult the Code Enforcement Officer regarding flood plain and wetland designation.  
NOTE: Projects may require approval of the Town of Mansfield Planning Board to obtain a Special Use Permit, variance, etc. Contact the Town Clerk for the Planning Board meeting schedule.
4. BOX 5 Construction plans must contain sufficient detail to assess the completed project components including but not limited to foundation, structure, weather resistance, mechanical systems, energy compliance, etc. Plans must bear the seal of a New York State certified architect or engineer. This requirement does not apply to farm buildings used directly and solely for agricultural purposes or to residence buildings of 1500 gross square feet or less.
5. BOX 6 If a septic system is included in the project, a permit to construct a small sewage disposal system must be obtained from the Cattaraugus County Health Department and included with this application. If a solid fuel burning appliance (e.g. woodstove, pellet stove, etc.) is included in the project, include a copy of the manufacturer's installation instructions with this application.

## IMPORTANT NOTES

- **A BUILDING PERMIT IS REQUIRED BEFORE** commencing construction or other improvement, removal, relocation, or demolition of any building or structure (including auction barns, farm residences and other such structures) except as noted below, and **BEFORE** the installation of heating equipment or wood burning devices.
- All work must comply with New York State Uniform Fire Prevention and Building Code (Uniform Code). Violations of the Uniform Code at any stage of construction will result in a Stop Work order until the violation has been corrected.
- Several interim inspections are required as shown on the building permit. Failure to halt work until the Code Enforcement Officer has signed the permit for each interim inspection could result in sanctions.

## BUILDING PERMIT APPLICATION CHECKLIST

### Applications (new construction and additions)

- Completed application form
- Proof of coverage or exemption from Workers' Compensation and Disability insurance
- Sketch map of property and proposed project
- TWO SETS** of construction documents certified by a NYS approved design professional
- Small sewage disposal system permit, if applicable
- Manufacturer's installation specifications for heating appliances, if applicable