

**TOWN OF ROYALTON**  
**BUILDING/ZONING PERMIT APPLICATION**

5316 ROYALTON CENTER RD., MIDDLEPORT, NY 14105, PH. NO. 716-772-7826, FAX 772-2748

PERMIT NO. \_\_\_\_\_ DATE: \_\_\_\_\_ S-B-L: \_\_\_\_\_

OWNER NAME/ADDRESS/PH. NO. : \_\_\_\_\_

AUTHORIZED AGENT: \_\_\_\_\_

1. APPLICATION FOR BUILDING/ZONING PERMIT IS HEREBY MADE TO: ☐ USE ☐ ERECT ☐ ALTER ☐ EXTEND  
☐ DEMOLISH ☐ OCCUPY ☐ RELOCATE ☐ OTHER \_\_\_\_\_ A STRUCTURE AND/OR LAND LOCATED AT:  
\_\_\_\_\_ AT AN ESTIMATED COST OF \$ \_\_\_\_\_.
2. ZONING DISTRICT ☐ RESIDENTIAL ☐ AGRICULTURAL ☐ BUSINESS ☐ LIGHT INDUSTRIAL ☐ GENERAL  
INDUSTRIAL ☐ OTHER \_\_\_\_\_.
3. EXISTING LAND/BUILDING USE: \_\_\_\_\_ PROPOSED USE (SPECIFY): \_\_\_\_\_
4. PROPERTY DIMENSIONS: \_\_\_\_\_
5. DIMENSIONS OF NEW CONSTRUCTION: \_\_\_\_\_
6. FEE (TO BE PAID UPON APPLICATION): \$ \_\_\_\_\_

CONSTRUCTION INFORMATION (COMPLETE APPLICABLE ITEMS, ATTACH PLANS, DRAWINGS, MAPS, ETC. AS  
APPROPRIATE FOR THE PROJECT)

7. FOUNDATION: \_\_\_\_\_
8. FLOOR SYSTEM: \_\_\_\_\_
9. WALL SYSTEM: \_\_\_\_\_
10. ROOF SYSTEM: \_\_\_\_\_
11. PLUMBING: \_\_\_\_\_
12. INSULATION: \_\_\_\_\_
13. SEWAGE SYSTEM: ☐ PUBLIC ☐ SEPTIC (PROVIDE DESIGN DATA FOR NEW SYSTEMS)
14. WATER SYSTEM: ☐ PUBLIC ☐ PRIVATE
15. MISC. DATA: \_\_\_\_\_

**NOTE : ALL ELECTRICAL WORK SHALL MEET THE REQUIREMENTS OF THE NATIONAL ELECTRICAL CODE.**

I HEREBY CERTIFY THAT I AM THE \_\_\_\_\_ (OWNER, CONTRACTOR, AGENT) AND THAT I AM DULY AUTHORIZED  
TO MAKE AND FILE THIS APPLICATION; THAT ALL THE STATEMENTS CONTAINED IN THIS APPLICATION ARE TRUE TO THE BEST OF MY  
KNOWLEDGE AND BELIEF, AND THAT THE WORK WILL BE PERFORMED IN THE MANNER SET FORTH IN THIS APPLICATION AND IN THE  
CONSTRUCTION INFORMATION FILED HEREWITH.

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

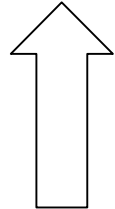
CODE ENFORCEMENT OFFICER \_\_\_\_\_ DATE \_\_\_\_\_

☐ APPROVED ☐ DISAPPROVED (REMARKS) \_\_\_\_\_

## **PLOT DIAGRAM**

LOCATE CLEARLY ALL BUILDINGS, WHETHER EXISTING OR PROPOSED, AND INDICATE ALL YARD DIMENSIONS (SETBACKS) FROM PROPERTY LINES. A COPY OF THE PROPERTY DEED AND/OR SURVEY MAP MAY ALSO BE PROVIDED TO DISPLAY THE PROPOSED CONSTRUCTION. SHOW STREET NAMES AND ADJACENT PROPERTY OWNER NAMES. SHOW GENERAL GRADING PROVISIONS, EXISTING DITCHES/SWALES, AND DRAINAGE STRUCTURES. INDICATE THE GRADE OF THE FRONT YARD AT THE FRONT BUILDING LINE IN RELATIONSHIP WITH THE CENTERLINE OF PAVEMENT (APPLICABLE TO PRIMARY BUILDING).

**NORTH**



## **INSTRUCTIONS FOR BUILDING/ZONING PERMIT**

1. APPLICATION SHALL BE TYPED OR IN INK AND SUBMITTED TO THE CODE ENFORCEMENT OFFICER FOR REVIEW AND APPROVAL PRIOR TO BEGINNING CONSTRUCTION.
2. A PLOT DIAGRAM SHOWING LOCATION OF THE LOT AND OF EXISTING AND PROPOSED BUILDINGS ON THE PREMISES IN RELATION TO PUBLIC STREETS OR AREAS AND ADJOINING PROPERTIES MUST BE DRAWN ON A DIAGRAM WHICH IS PART OF THIS APPLICATION, OR A SEPARATE DIAGRAM MAY BE SUBMITTED.
3. UPON APPROVAL OF THE APPLICATION, THE ENFORCEMENT OFFICER WILL ISSUE A BUILDING/ZONING PERMIT AND A COPY OF THE SIGNED APPLICATION TO THE APPLICANT. THE PERMIT SHALL BE KEPT ON THE PREMISES DURING THE PROGRESS OF THE WORK.
4. NO BUILDING SHALL BE USED IN WHOLE OR PART FOR ANY PURPOSE UNTIL A CERTIFICATE OF OCCUPANCY HAS BEEN ISSUED BY THE ENFORCEMENT OFFICER. EXCEPT FOR CERTAIN USES AS PROVIDED IN THE TOWN OF ROYALTON ZONING ORDINANCE AND THE BUILDING CODE, A CERTIFICATE OF OCCUPANCY SHALL NOT BE REQUIRED. FAILURE TO OBTAIN A CERTIFICATE OF OCCUPANCY, WHEN REQUIRED, MAY RENDER INVALID ANY OR ALL PORTIONS OF THE PERMIT.
5. THE PROGRESS OF THE WORK FOR WHICH THE PERMIT HAS BEEN ISSUED SHALL BE INSPECTED AT SUCH TIMES AND INTERVALS AS MAY BE DEEMED NECESSARY AND APPROPRIATE BY THE ENFORCEMENT OFFICER TO DETERMINE WHETHER THE WORK IS BEING PERFORMED IN COMPLIANCE WITH THE APPLICABLE CODES AND REGULATIONS. SUCH INSPECTIONS SHALL BE CARRIED OUT PRIOR TO ENCLOSING OR COVERING OF THE PARTICULAR PORTION OR PHASE OF BUILDING CONSTRUCTION, INCLUDING BUT NOT LIMITED TO EXCAVATION, FOUNDATION, SUPERSTRUCTURE, ELECTRICAL, PLUMBING, HEATING & AIR CONDITIONING, FIRE PROTECTION & DETECTION SYSTEMS, AND EXIT FEATURES. NOTE: ELECTRICAL INSPECTIONS ARE TO BE PERFORMED BY AN ACCEPTABLE ELECTRICAL INSPECTION AGENCY AUTHORIZED TO CONDUCT SUCH BUSINESS IN THE STATE OF NEW YORK.
6. ALL CONSTRUCTION AND USES SHALL COMPLY WITH CURRENT TOWN OF ROYALTON ZONING REGULATIONS, BUILDING CODES, ENVIRONMENTAL REGULATIONS, AND ALL OTHER APPLICABLE CODES AND REGULATIONS.
7. WOODSTOVE, PREFAB CHIMNEY AND FIREPLACE APPLICATIONS MUST INCLUDE MANUFACTURER'S DATA (LISTING AGENCY, FLOOR/WALL PROTECTION, CLEARANCES, ETC.) FOR THE INSTALLATION. MASONRY FIREPLACES AND CHIMNEYS MUST INCLUDE FOUNDATION AND MATERIAL DATA.
8. IF THE FINAL AREA OF THE STRUCTURE IS LESS THAN THE AREA GIVEN IN THE APPLICATION, NO PORTION OF THE FEE WILL BE REFUNDED.
9. PERMITS SHALL BECOME NULL AND VOID UNLESS CONSTRUCTION HAS BEEN STARTED WITHIN SIX MONTHS OF THE DATE OF THE ISSUANCE, EXCEPT THAT SUCH CONSTRUCTION SHALL BE COMPLETED WITHIN TWENTY FOUR MONTHS OF THE DATE OF THE STARTING OF CONSTRUCTION. WHEN THE TIME OF COMPLETION OF CONSTRUCTION EXCEEDS THE ABOVE PERIOD, APPLICATION MAY BE MADE FOR A NEW PERMIT.
10. CONTRACTOR MUST SHOW PROOF THAT HE HAS OBTAINED THE REQUIRED WORKERS COMPENSATION AND DISABILITY BENEFIT COVERAGE OR THAT HE IS NOT REQUIRED TO PROVIDE COVERAGE UNDER THE WORKER'S COMPENSATION LAW.

## **FILING DATA**

PERMIT NO.:

DATE ISSUED:

LOCATION:

ISSUED TO:

ISSUED FOR:

CERTIFICATE OF OCCUPANCY ISSUED FOR/DATE: