

Village of Williamsville

716-632-4120
FAX: 716-632-6009



5565 Main Street
Williamsville, New York 14221

VILLAGE OF WILLIAMSVILLE **BUILDING PERMIT CHECKLIST**

THE FOLLOWING MUST BE SUBMITTED AT TIME OF APPLICATION: (NO partial applications will be accepted)

1. ___ Fee* (Please see attached fee schedule-*Cash* or *check* made out to *Village of Williamsville*)
2. ___ Completed application form, including signatures of owner and principle contractor.
3. ___ (2) copies of **legal survey** with scaled proposed construction and setbacks indicated thereon.
4. ___ Signed and dated Survey Certification Statement.
5. ___ (3) sets of clear and concise scaled construction drawings, with all setbacks indicated thereon
6. ___ Original seal and signature of NYS licensed architect or engineer on plans for construction value of \$10,000 or more.
7. ___ Architect Plan Review for code compliance
8. ___ Energy code plans / specs (where applicable)
9. ___ Contractor's *liability insurance*, *workers' compensation* and *disability insurance* (can be faxed to us at 632-6009).
10. ___ Property owner doing own work **must** supply a current copy of Home Owner Policy.

COMMERCIAL PROJECTS - In addition to the above,

- NYS licensed architect or engineer's original seal and signature is required on **ALL** commercial project plans.
- Planning Board approval is required on all site plan and exterior alterations/additions/new construction/signage.
- Environmental assessment plan where applicable (**SEQR**)
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Additional Permits

Plumbing Plumbers doing work within the Village limits must possess a Village license for the current year, and file for a permit for all work.

Electrical Call NY Board of Fire Underwriters at 626-1571 for info and fees.

Demolition Permit required. Please ask for Demolition information.

Signs All commercial signs must be approved by the Planning Board. Please ask for sign information.

If you should have any questions, please call the Building Department at 632-7747 between 8AM and Noon or leave a voicemail. Our FAX # is 626-4964.