

**NO WORK SHALL  
COMMENCE  
WITHOUT A  
PERMIT**

BP # \_\_\_\_\_

# City of Olean

## Fire, Buildings, and Emergency Services

### Code Enforcement Division

Olean Municipal Building, Rm 212

P.O. Box 668, 101 E. State St.

Olean, New York 14760

716-376-5683, 716-376-5707 (fax)

[www.cityofolean.org](http://www.cityofolean.org)

### Building Permit Application

It's the law!

Call UFPO at least 2  
days before you dig  
1-800-962-7962

The undersigned hereby applies for a permit pursuant to do the following work which shall be done in accordance with the description, plans, and specifications submitted, and such special conditions as may be indicated on the permit.

**Please type or print in ink**

Regarding Address: \_\_\_\_\_ Date: \_\_\_\_\_

Owner: \_\_\_\_\_ Contact/Applicant: \_\_\_\_\_

Addr: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ (h) \_\_\_\_\_ (w) \_\_\_\_\_ (h) \_\_\_\_\_ (w)

Fax: \_\_\_\_\_ (cell) \_\_\_\_\_ (cell) \_\_\_\_\_

Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_ License # \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Engineer/Architect: \_\_\_\_\_ Phone: \_\_\_\_\_

Mason: \_\_\_\_\_ Phone: \_\_\_\_\_

Plumber: \_\_\_\_\_ Phone: \_\_\_\_\_

Electrician: \_\_\_\_\_ Phone: \_\_\_\_\_

Home Owner's Insurance \_\_\_\_\_ Phone: \_\_\_\_\_

\*\*\*\*\*

Description of principal building (use): \_\_\_\_\_

**Proposed work:**  New Principal Bldg,  Accessory Bldg,  Repairs,  Alterations,  Remodel,  
 Addition,  Change of Use,  Partial Demo,  Other: \_\_\_\_\_

Description of work: \_\_\_\_\_

\_\_\_\_\_

**Building Specifications** (as applicable):

**Stamped drawings by an Architect or Engineer**

Type of construction (wood, steel frame, masonry): \_\_\_\_\_

Type of lumber /grade & material \_\_\_\_\_

Foundation material? \_\_\_\_\_ Thickness: \_\_\_\_\_

Footer Depth: \_\_\_\_\_ Width: \_\_\_\_\_ Thickness: \_\_\_\_\_ (A minimum of 48" is required for new construction)

Will there be a full or partial basement, a crawl space, on a slab, or posts? \_\_\_\_\_

**See crawl space specs**

Roof type? \_\_\_\_\_ Roof material? \_\_\_\_\_ Pitched degree? \_\_\_\_\_

Size of studs \_\_\_\_\_ x \_\_\_\_\_ spacing: o.c. \_\_\_\_\_

Size of floor joists \_\_\_\_\_ x \_\_\_\_\_ spacing o.c. \_\_\_\_\_

Size of girders \_\_\_\_\_ x \_\_\_\_\_ span \_\_\_\_\_

Size of rafters \_\_\_\_\_ x \_\_\_\_\_ spacing o.c. \_\_\_\_\_

Trusses?: roof \_\_\_\_\_ floor: \_\_\_\_\_

Will the building be sheathed? \_\_\_\_\_ Type of material? \_\_\_\_\_

Attached garage? Yes \_\_\_\_\_ No \_\_\_\_\_ See separation specs

Insulation: NYSECCC Compliance Method: Prescriptive \_\_\_\_\_ Trade-off \_\_\_\_\_ Software \_\_\_\_\_

R-Values: Foundation \_\_\_\_\_ Trade-off \_\_\_\_\_ Walls \_\_\_\_\_ Ceiling \_\_\_\_\_

Construction Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_



**Cost of construction** (include labor, per project)?

Project Description: \_\_\_\_\_ \$ \_\_\_\_\_

Project Description: \_\_\_\_\_ \$ \_\_\_\_\_

Total cost including labor: \$ \_\_\_\_\_

*I certify that the information supplied on this application is true and correct and that any changes shall be applied for in writing and approved by the Code Enforcement Officer(s) and*

*I shall comply with any and all requirements as per all Local and State codes and*

*I also agree that the City Code Enforcement Officer(s) will have access to the property and buildings to perform all the necessary inspections required by law and*

*I understand that I am responsible for notifying Code Enforcement for such inspections if the officer has not already made the necessary inspections(s) some of which may be indicated on the provided building plan checklist) and*

*I agree that all work will cease until inspection(s) have been conducted by the Code Enforcement Officer(s).*

Applicant: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(print) (signature) (date)

Owner: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(print) (signature) (date)

\*\*\*\*\*

This permit application has been reviewed and to the best of my knowledge complies with all the applicable codes and regulations.

**Code Enforcement Officer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Building Permit #** \_\_\_\_\_ **Issued date:** \_\_\_\_\_ **Fee:** \_\_\_\_\_

The building permit expires 12 months from the date of issuance and work must commence within 6 months.

Extension of \_\_\_\_\_ granted by Code Officer: \_\_\_\_\_, dated: \_\_\_\_\_

**Amount for Electrical check required \$** \_\_\_\_\_

Active plans filed: \_\_\_\_\_, Dead plans filed: \_\_\_\_\_

Comments by Code Officer:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# City of Olean

## Dept. of Fire, Buildings, and Emergency Services

### Code Enforcement Division

716-376-5683, 376-5707 (fax)

### Building Plan Check List

To all applicants:

Below is a building plan check list of which you are to notify our office \_\_\_\_\_ so we may conduct the following inspections at the appropriate time of construction. Upon receipt of permit, the code officer will return this page indicating the areas required for inspection.

Please Note - Expiration of Permits: (See Requirements)

\* A building permit shall expire 12 months from the date of issuance. A building permit shall be invalid unless authorized work has commenced within 6 months from the date of issuance. A building permit may be renewed for good cause, with a payment of 50% of the original fee, with such time not exceeding two years from the original issuance date.

\* A demolition permit is valid for sixty (60) days after the date of issuance permit. An extension of thirty (30) days may be granted by the Code Enforcement Officer.

**Location Site:** \_\_\_\_\_ **Permit #:** \_\_\_\_\_

Inspection Type:	Inspection	Approved:	Code Enforcement's		Comments:
	Date:		Initials		
Zoning / Density:					
Footer / Foundation:					
Framing / Structural:					
Insulation:					
Plumbing:					
Electrical:*					
Handicap Accessibility:					
Other:					
Rough:					
Final:					

\* When all of the above inspections have been conducted and approved by the Code Enforcement Officer and we have received an Electrical Certificate, a certificate of occupancy/compliance will be issued.

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# City of Olean

## Dept. of Fire, Buildings, and Emergency Services

### Code Enforcement Division

#### Requirements

*Important, Please Read! Keep this for your records*

**No work shall commence until zoning has been approved and the building permit has been issued.**

#### Instructions:

- 1.) **Electrical** - Any new electrical wiring shall be inspected by a certified electrical inspector. (list available)
- 2.) A security deposit (via check only) is required to be deposited upon issuance of a building permit. This check will be used by the City to hire an electrical inspector if a final electrical inspection certificate is not provided upon expiration of said permit. See page 3 for amount of deposit required.
- 3.) **Plumbing** - All plumbing shall comply with all State and Local plumbing codes, and shall be inspected by the Plumbing Inspector. All plumbing contractors shall complete an affidavit per job showing the plumbers and their titles who will be working on the job. ALL new installations, ALL commercial work, and ALL work between the main and structure (disconnects, repairs, new installations, etc.) shall be performed by a licensed plumber (list available) unless otherwise specified by the Plumbing Inspector. All Master Plumbers and Journeyman Plumbers shall be licensed with the City of Olean each year. We recommend you contact the Department of Public Works prior to any new development/purchase to insure that there is adequate water and sewer mains available. Extending these lines can be costly, one that the property owner may be responsible for.
- 4.) **Demolition** - Partial demolition may be filed through a building permit application if demolishing a portion of the structure and rebuilding. Demolition of a full structure requires a separate application and permit through this office. A City Licensed Master Plumber is required to conduct all disconnects. A demolition permit is good for sixty (60) days and only one (1) extension of thirty (30) days may be granted by the code officer. You are required by law to call UFPO two (2) working days before you do any digging - call 1-800-962-7962. All demolition projects require an asbestos survey & if asbestos exists, a letter showing its safe and proper removal is required. **Public Right-of-Ways** - The Common Council and the Department of Public Works must approve any encroachment in the public right-of-ways. Such as curb cuts, signs, driveways, and etc.
- 5.) **Drawings** - A detailed sketch of the whole parcel including all structures and the proposed construction shall be required for all extensions, additions, or expansions. A detailed sketch of the proposed construction and a floor plan showing each level of construction with dimensions of rooms, doors, windows, location of chimney, plumbing fixtures, etc., is required. **Two sets of stamped drawings** signed by a NYS licensed architect or professional engineer are required when new construction exceeds 1500 sq. ft., the cost of construction exceeds \$20,000., or the Code Officer requires stamped drawings.
- 6.) **All Residential Construction** - All hired work performed regarding the property of a residence shall require a Home Improvement Contractor's license through the City. Such as electrical, construction, or heating contractors; and driveway and sidewalk installers, etc. (Some exceptions apply as per code, please inquire.)
- 7.) **Signatures** - If any application from this office is completed and signed by someone other than the property and/or business owner, an affidavit is required. (available in Code Enforcement)
- 8.) **Handicap Requirements** - All new construction or alterations of 50% or more pertaining to commercial buildings, multi-family dwellings, etc. requires handicap accessible requirements. Changing a use may also require handicap accessible requirements, please inquire.
- 9.) **Certificate of Insurance** - All contractors shall submit a current copy of their certificate of insurance for all active permits or licenses issued. The City of Olean & Code Enforcement Office & our address is to be listed as the certificate holder.
- 10.) **Workman's Compensation** - The following shall be required for all permits or licenses issued: C-105.2 form, or CE 200 form (self-employed workers without workman's compensation form), or a U-26.3 State Insurance Fund. Inquire in Codes Dept.
- 11.) **Disability Benefits** - A DB120.1 form is required, showing disability coverage or WC/DB 100 due to self-employment.

**The following requires special approval(s) from the Zoning Board of Appeals and/or Planning Board before a permit from this office may be issued:**

12.) **Site Plan Requirements** - Any/all new construction or expansion exceeding 500 sq. ft. requires approval for such construction by the Planning Board before a permit may be issued. Three (3) copies of the site plan and supporting documentation shall be submitted to this office. This involves all new development or land use activities within the City. (Some exceptions may apply, see City Zoning Ordinance. Applications & procedures are available.)

13.) **Change of Use** - Any request to utilize any structure or land activity different from what is permitted as per local and state codes, requires a change of use via **special use permit or an use variance**. This also applies to the conjunction of one or more types of occupancies/uses.

14.) **Area Variance** - Any new construction consisting of an addition or expansion that doesn't comply with the permitted setback requirements, requires an area variance. Such request goes before the Zoning Board of Appeals.

15.) **Home Occupation Permit** - Shall be required when an accessory use which is clearly incidental to or secondary to the principal residential use of a dwelling unit and does not change the character thereof, and is carried on wholly within the enclosed walls of a dwelling unit or accessory building by the resident of such dwelling unit and in which not more than one person not residing in such dwelling is employed. Such application for request shall go before the Zoning Board of Appeals to determine whether a permit will be granted.

**The following requires a separate application and permit/license: / Permits valid for:**

- building permits / valid for 12 months - work must commence within 6 months
- construction trailers / valid as per application/request submitted
- parking lots / valid for 6 months
- demolition permit / valid for 60 days
- curb cuts
- moving buildings
- security alarm systems
- signs (temp. construction signs & adv. signs or awnings)  
and more

**Extensions may be available if requested prior to expiration and approved by code officer.**

**The Code Enforcement Officer may conduct periodic inspections as required for any/all issuance of permits.**

**City of Olean**  
**Department of Fire, Buildings, and Emergency Services**  
**Code Enforcement Division**

P.O. Box 668  
Olean, NY 14760

**Building Permit – required inspections**

Date: \_\_\_\_\_

Permit #: \_\_\_\_\_

- ◆ **The Building Department/Code Enforcement Official shall be notified to conduct an inspection of all items checked below associated with this Building Permit. If the Contractor/Owner completes the work without notification of the Code Official, and no inspection of the work has been conducted and documented, it shall result in forfeiture of the Certificate of Occupancy or Certificate of Compliance for the work being conducted.**

- Soil condition and footings – prior to pouring concrete**
  - All block work/poured wall forms prior to backfilling, pouring, or grouting cells**
  - All anchor bolt placement prior to anchoring sill plate**
  - Foundation insulation and drainage prior to backfilling**
  - All underground plumbing, etc., prior to pouring floor**
  - All rough framing prior to covering (stud, header, beam, girder, joist, rafter, truss spans)**
  - Stair profile (stringers) prior to placing treads and risers**
  - Rough electrical inspection prior to insulating (third party inspection)**
  - Verification of smoke and carbon monoxide detector location prior to covering**
  - All rough plumbing prior to insulating or covering**
  - All insulation and vapor barriers prior to covering in floors, walls, ceilings, etc.**
  - Fire separation assemblies prior to covering wall board**
  - Final inspection of entire building, systems, and equipment, prior to occupancy**
  - Final electrical inspection certificate (third party inspection), prior to occupancy**
  - Other special inspections required (list)**
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