

BUILDING PERMIT APPLICATION INSTRUCTIONS

Town of Carroll, Chautauqua County, New York 14738

ACCESSORY STRUCTURES WITH UTILITIES

The instructions outlined below will assist you in properly completing the Building Permit application for the construction of accessory structures such as barns, sheds & garages that contain plumbing or electrical connections. The building permit process involves the review of two sets of regulations: The Town of Carroll Zoning Ordinance and the New York State Uniform Fire Prevention and Building Code. All the required information is necessary to adequately determine compliance with these regulations. No work is to be commenced until a building permit has been issued. Please follow the instructions below:

PERMIT REQUIREMENTS

To obtain a building permit, the following information is required to be submitted for review:

- Completed permit application.
- Proof of Workers' Compensation Insurance and Disability Insurance or proof of exemption from these requirements must be submitted by all parties requesting a Building Permit. Proof can be provided by the following:
 - Individuals living in an owner-occupied residence that is less than 4 families that are eligible for an exemption from having to obtain a NYS Workers' Compensation Insurance policy, must complete Form BP-1, Affidavit of Exemption. This form must be notarized.
 - Contractors or Businesses with Workers' Compensation and Disability Insurance need to furnish a copy of Form C-105.2 or U-26.3 for Workers' Compensation Insurance and Form DB-120-1 for Disability Benefits Insurance. Self-Insureds need to furnish a copy of Form SI-12 for Workers' Compensation and Form DB-155 for Disability Benefits. Group Self-Insureds need to furnish a copy of Form GSI-105.2 for Workers' Compensation.
 - Contractors, businesses and property owners other than those eligible for the BP-1 form, that are legally exempt from Workers' Compensation and/or Disability should complete Workers' Compensation Board Form WC/DB-100 or WC/DB-101. Complete these forms and return them to the NYS WCB as directed, and return the stamped copy to Inspection Services when you apply for your Building Permit. You cannot apply for a permit without the NYS WCB stamped copy of this form.
 - The forms listed above may be obtained by contacting the local Workers' Compensation Board or the Town of Carroll Code Enforcement Office.
- A copy of Liability Insurance Certificate.
- A plot plan showing location of lot and of buildings on premises, relationship to adjoining premises or public streets or areas, easements, and giving a detailed description of the layout of the property must be drawn on the diagram which is part of this application. This is not only necessary to determine compliance with the Town Zoning regulations, but also to provide information with respect to Fire Safety provisions of the Building Code.
- Costs for the work described in the Application for Building Permit shall include the cost of all of the construction, and other work done in connection therewith, exclusive of the cost of the land.

APPLICATION INSTRUCTIONS

- Complete all applicable information on the Application for Building Permit.
- Return the completed application, plans, and other forms to the Town Clerk's office or mail to:

Town of Carroll
Code Enforcement Officer
P.O. Box 497
Frewsburg, NY 14738

- Once the application has been received by the Code Enforcement Officer, it will be reviewed within 5 business days. If approved, the Code Enforcement Officer will issue your building permit and you will be notified immediately. You may pick up your building permit placard at the Town Clerk's office. At that time you may pay the appropriate building permit fee. Make checks payable to the Town of Carroll. If the application is not approved, you will be notified in writing as to why it was not approved. If you still wish to pursue the application, you may apply for a variance from the Zoning Board of Appeals.
- Once you have received your approved building permit and approved plans, you may begin construction. The following steps must be followed throughout the construction process:
 - The building permit placard **MUST** be displayed in a conspicuous location on the building site until construction is complete and a Certificate of Occupancy is issued. The approved plans must also be kept on the premises at all times and must be available for inspection throughout the progress of the work.
 - Any deviation from the approved plans must be authorized by the approval of revised plans subject to the same procedure established for the examination of the original plans. An additional permit fee may be charged predicated on the extent of the variation from the original plans.
 - Electrical installation shall be inspected by a qualified electrical inspection agency.
 - No building shall be occupied or used in whole or in part for any purpose whatever until a Certificate of Occupancy has been granted by the Code Enforcement Officer.
- Periodic inspections are required throughout the progress of the work. Please contact the Code Enforcement Officer **AT LEAST 2 DAYS IN ADVANCE** to schedule an inspection.
 - All footings and foundations must be inspected before and after completion, before backfilling and with all anchor bolts in place. (Footings must be at least 42 inches below the finished grade line, which is considered the normal frost line.)
 - All underground plumbing, both sanitary and storm, must be inspected before backfilling.
 - Plumbing, heating, framing for proper timbers and headers and electrical inspection before any closing in of the framework. This requirement includes wood stoves and chimneys.
 - Insulation to meet the minimum energy code requirements must be installed and inspected before being enclosed.
 - Final inspection when all work is completed is required. Any new construction will require a Certificate of Occupancy inspection, and the issuance of a Certificate of Occupancy before the building is occupied in whole or in part.
 - Electrical additions/alterations must be inspected by the New York Board of Fire Underwriters or mutually agreed upon inspection agency for both a rough and final inspection and issue their certificate before the final inspection can be made by the Code Enforcement Officer. It is the owner's or contractor's responsibility to arrange for these inspections to be made. The following inspection agency is approved by this office and may be contacted without prior permission:
 - Southern Tier Electrical Inspections
P.O. Box 429, Sherman, NY 14781
(716) 761-6518
Call Time: 7:30-8:30 AM only – Monday through Friday

FINAL INSPECTION

Once the building is complete and the electrical inspection has been completed, you are ready to schedule your final inspection for a Certificate of Occupancy. Call the Code Enforcement Officer at (716) 450-3032 to make an appointment.