

VILLAGE OF SHERMAN
Home of the Yorker Museum
PO Box 629
111 Mill Street
Sherman, NY, 14781
(716) 761-6781
vsherm@fairpoint.net

All applicants for permits, licenses or contracts from State, county or municipal agencies in New York State are **required** to carry NYS Worker's Compensation and/or disability benefits insurance coverage. If you are not required to provide these coverage's then you must file a **BP-1** or a **CE-200** form from the Worker's Compensation Board.

If you are not required to provide a NYS Worker's Compensation please follow the instructions below:

1. If you are a homeowner applying for a permit and are doing ALL work yourself – choose **BP-1 form**. You will need to print and complete the form; a signature is required with a **NOTARY witness**. Forms **will not** be accepted without the **NOTARY witness** and must be filed with the permit application before a permit can be granted.

This form can be obtained by going to www.wcb.state.ny.us
Click on FORMS at the top of the homepage
Click on HOMEOWNERS

2. If you are a contractor doing work for a homeowner/business **YOU must** file for the building permit **AND** file the **CE-200** form **if you are not** required to provide Worker's Compensation. This form can be completed and filed on the WCB web site by following the above instruction. WCB will email you a CE-200 Certificate to be filed. This certificate must be returned with the building permit application before a permit can be granted. **A new certificate must be filed for each individual permit requested.**

If you do not have access to these forms via the internet or have questions regarding these forms please contact the clerk's office for assistance.

Jeff Messenger
Building Code Enforcement Officer
Village of Sherman – (814) 873-8368

**THE VILLAGE OF SHERMAN
SHERMAN, NEW YORK, 14781**

1. ONE AND TWO FAMILY STRUCTURES:

**** NEW CONSTRUCTION**

**** REMODEL OF EXISTING STRUCTURES**

- a. TOTAL FEE DUE FOR THIS TYPE OF PROJECT SHALL BE SIX (.06) CENTS PER SQUARE FOOT. SQUARE FOOTAGE SHALL NOT INCLUDE NON-HABITABLE SPACE IN HOME OR GARAGE.
- b. THE MINIMUM PERMIT FEE FOR ALL APPLICATIONS SHALL BE TWENTY (\$20.00) DOLLARS.
- c. SHEDS, DECKS & PORCHES OVER 100 SQUARE FEET SHALL BE CHARGED A MINIMUM OF TWENTY (\$20.00) DOLLARS.
- d. FULL INSPECTION AND ISSUANCE OF CERTIFICATE OF OCCUPANCY SHALL BE PAID FOR WHEN ISSUED AT A COST OF TEN (\$10.00) DOLLARS.
- e. CHURCHES, LIBRARY AND MASONIC HALL SHALL BE DEEMED RESIDENTIAL STRUCTURES.

2. MULTIPLE DWELLINGS:

- a. TOTAL FEE DUE FOR THIS TYPE OF PROJECT SHALL BE THIRTEEN (.13) CENTS PER SQUARE FOOT WITH A MINIMUM CHARGE OF NO LESS THAN TWENTY-FIVE (\$25.00) DOLLARS.
- b. SHEDS, DECKS & PORCHES OVER 100 SQUARE FEET SHALL BE CHARGED THE MINIMUM OF TWENTY (\$20.00) DOLLARS.
- c. FINAL INSPECTION AND ISSUANCE OF CERTIFICATE OF OCCUPANCY ON EACH UNIT SHALL BE PAID FOR WHEN ISSUED AT A COST OF TWENTY (\$20.00) DOLLARS.

3. COMMERCIAL BUILDINGS:

- a. TOTAL FEE DUE FOR THIS TYPE OF PROJECT SHALL BE THIRTEEN (.13) CENTS PER SQUARE FOOT WITH A MINIMUM CHARGE OF NO LESS THAN TWENTY-FIVE (\$25.00) DOLLARS.
- b. SHEDS, DECKS & PORCHES OVER 100 SQUARE FEET SHALL BE CHARGED THE MINIMUM OF TWENTY (\$20.00) DOLLARS.
- c. FINAL INSPECTION AND ISSUANCE OF CERTIFICATE OF OCCUPANCY SHALL BE PAID FOR WHEN ISSUED AT A COST OF THIRTY-FIVE (\$35.00) DOLLARS.

WHEREAS, THE RECODIFICATION LOCAL LAW SECTION 402 AUTHORIZED THE VILLAGE BOARD OF SHERMAN TO SET THESE FEES BY RESOLUTION,

NOW THEREFORE BE IT RESOLVED, THE FOLLOWING SCHEDULE OF FEES IS HEREBY ADOPTED AND SHALL BECOME EFFECTIVE IMMEDIATELY:

- | | |
|--|------------------------|
| • MINIMUM PERMIT FEE (1&2 FAMILY) | (\$20.00) |
| • MINIMUM PERMIT FEE (MULTIPLE FAMILY) | (\$25.00) |
| • MINIMUM PERMIT FEE (COMMERCIAL BLDG) | (\$25.00) |
| • CERTIFICATES OF COMPLIANCE | (\$20.00) |
| • DEMOLITION PERMITS | (\$25.00) |
| • SPECIAL USE PERMITS | (\$20.00) |
| • VARIANCE REQUESTS | (\$35.00) |
| • FIRE INSPECTIONS (WAIVED 1 ST YEAR) | (\$20.00) |
| • SURCHARGE - PREMATURELY COMMENCING WORK | (\$50.00) |
| • RENEWAL EXTENTION OF PERMIT | (HALF OF ORIGINAL FEE) |

CHAUTAUQUA COUNTY, NEW YORK

(CITY,TOWN, VILLAGE) OF _____

INFORMATION FOR BUILDING AND ZONING PERMIT

Applicant _____ Fee Paid _____

Address _____ Permit # _____

_____ Date _____

Phone _____ Signed _____

Application date _____ Applicat. # _____

Approved _____ Declined _____

Zoning: Variance Required? _____

Special Use Permit? _____

Site Plan Review _____ Date _____

Zoning Board Approval/Disapproval _____ Date _____

Other Board Approval/Disapproval _____ Date _____

Inspections Required for Certificate of Occupancy:

(Signed by inspector)

Foundation _____ Date _____

Framing _____ Date _____

Plumbing _____ Date _____

Electrical _____ Date _____

Well/Septic _____ Date _____

Site Plan Inspection _____ Date _____

Final _____ Date _____

Health Department Review Required? _____

Date completed _____

Certificate of Occupancy # _____

Date _____

Certificate of Compliance # _____

Date _____

NAME: _____ ADDRESS: _____ PERMIT # _____
APPROVED: _____ DISSAPPROVED: _____ DATE ISSUES: _____
PERMIT FOR: _____
LOCATION: _____ BLOCOK _____ LOT _____ SECTION _____

CHAUTAUQUA COUNTY, NEW YORK

(CITY, TOWN, VILLAGE) OF _____

APPLICATION FOR BUILDING AND ZONING PERMIT

*Note – No permit for new construction will be issued unless this application is properly filled out.
At least two sets of plans, specifications, and a plot plan (see page 4) must be submitted with this application.*

INSTRUCTIONS:

1. This application is to be filled out by typing or printing and must be submitted to the Building and Zoning Officer of the _____ of _____.
2. The work covered by this application shall not be commenced before issuance of a Building Permit by the Building and Zoning Officer.
3. Upon approval of this application, a Building Permit will be issued to the applicant by the Building and Zoning Officer. The Building Permit shall be posted upon the premises in a conspicuous place so as to be visible from the street throughout the period of construction.
4. No structure or use for which the Building Permit has been issued shall be occupied or used in whole or in part upon completion for any purpose until a Certificate of Occupancy shall have been granted by the Building and Zoning Officer.

OWNER (IF DIFFERENT FROM APPLICANT)

NAME: _____	CONTRACTOR: _____
ADDRESS: _____	ADDRESS: _____
_____	_____
_____	_____
PHONE: _____	PHONE: _____

CERTIFICATES RECEIVED?	GENERAL LIABILITY	_____
	WORKER'S COMPENSATION	_____
	DIABILITY CERTIFICATE	_____

INSURANCE COMPANY'S NAME _____ # _____
(Last two types not required for sole proprietorships or partnerships without employees)

ARCHITECT/ENGINEER STAMP REQUIRED? _____	NAME: _____
ELECTRICIAN: _____	PLUMBER: _____

AFFIDAVIT

STATE OF NEW YORK
CHAUTAUQUA COUNTY

I swear that to the best of my knowledge and belief the statements contained in this application, together with the plans and specifications submitted, are a true and complete statement of all proposed work to be done on the described premises and that all provisions of the Building Codes and Zoning Codes and all other laws pertaining to the proposed work shall be complied with, whether specified or not, and that such work is authorized by the owner. I acknowledge that zoning code information relating to applicant's district has been received.

Signature of Owner: _____ Date: _____
(Architect, Contractor, Owner)

Sworn before me this _____ day of _____, 20_____

NOTARY PUBLIC

CONSTRUCTION INFORMATION

New Construction _____ Addition _____ Alteration _____

Other (please explain) _____

Location _____
(Street number and name)

Tax Map: Section _____ Block _____ Lot _____

Size of Lot _____ x _____ x _____ x _____ Zoning District _____

Cost of project _____

Size (Square Feet) _____ Number of families _____

Date: Work to Start _____ Date: Approximate Completion _____

Building Type _____

Intended Use _____

Foundation Type _____ Roof Material _____

Exterior Walls _____ Interior Walls _____

Heating Facility _____ Chimney Construction _____

Water source: Well _____ Municipal _____ Engineer's Stamp _____ Fee Paid _____

Sewage Disposal: Public _____ Private _____ Perc _____ Fee Paid _____

Driveway Required? _____ Date _____ Highway Sup. _____

Parking Lot Permit _____ Sign _____ Flood Plain _____

If Mobile/Double-wide, HUD _____ NYS _____

Model Number _____ Serial Number _____ Year _____

State Permits Required?

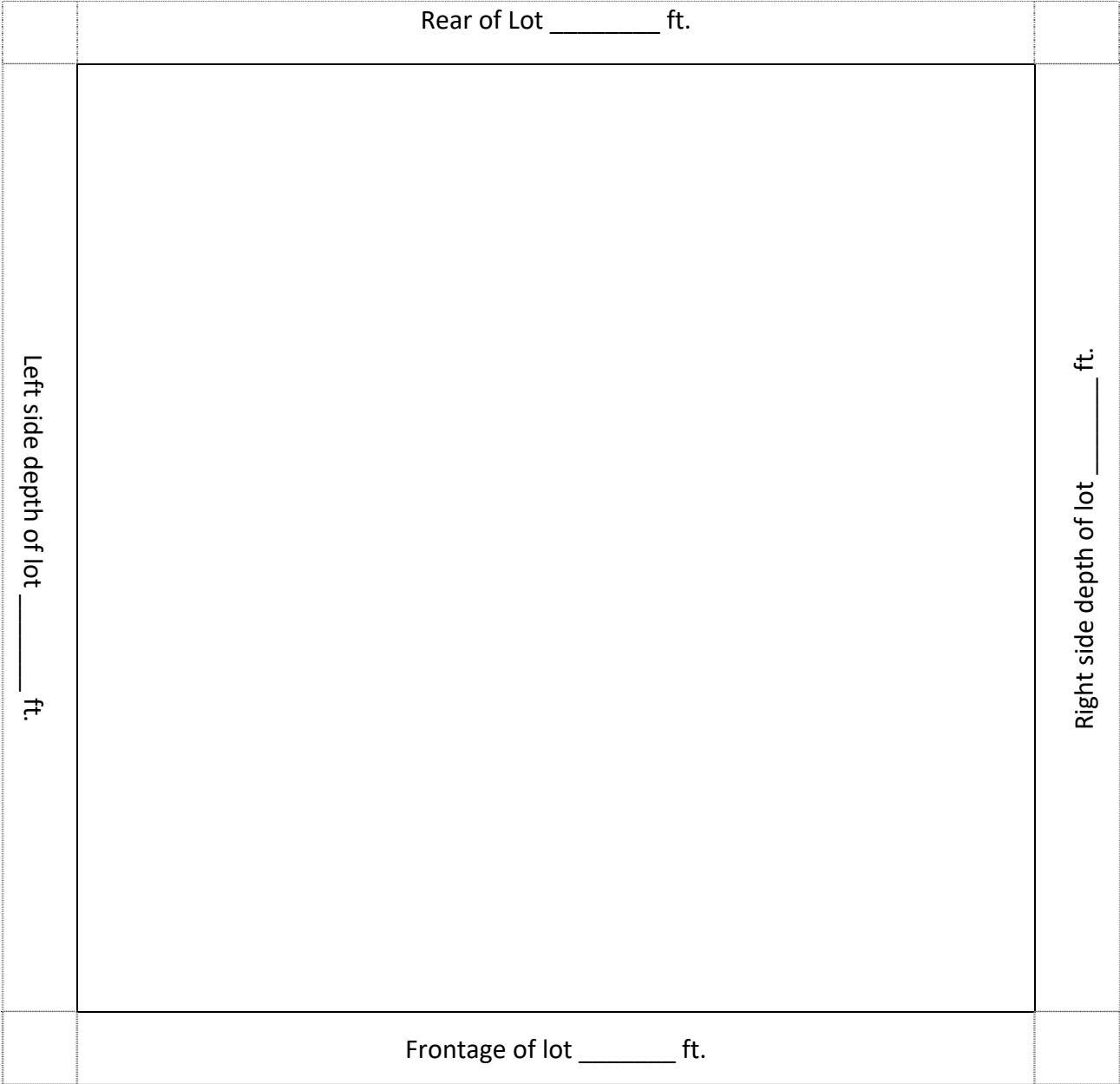
SEQRA _____ Wetlands _____ Storm water _____

Right-Of-Way Permit _____ Easement _____ UFPO# _____

UFPO – IT'S THE LAW
CALL BEFORE YOU DIG
1-800-962-7962

PLOT PLAN

- 1. This page shall be used for the drawing of a plot and all major construction and additions and in such other cases as the Building and Zoning Officer deems necessary.
- 2. The plot plan shall show the location and size of the lot, locations and sizes of buildings and structures upon the premises (both existing and proposed) and their relationship to adjoining premises and public streets.
- 3. Locate and label clearly and distinctly all buildings and structures, show widths and depths of all yards, show names of all streets and indicate North with an arrow.
- 4. Distance from building to street line: _____ feet. Distance to nearest building at rear: _____ feet and on each side: _____ feet. Distance from building to rear lot line: _____ feet. Distance from building to each side lot line: _____ feet.



Street name _____