

Town of Concord
86 Franklin Street
PO Box 368
Springville, NY 14141

Code Enforcement Officer
Telephone (716) 592-4946, X314
Cell (716) 353-3406
Email:concordcode@gmail.com

**TO OBTAIN A BUILDING PERMIT,
THE FOLLOWING IS REQUIRED:**

1. Two sets of construction plans showing:
 - (a) Floor plans
 - (b) Typical sections

*One set of plans will remain with the CEO. The second set will be returned to the applicant to be kept at the work site so as to be available for use by the CEO.

2. Certificate for septic system approval from Erie County Board of Health is required.
3. An excavation permit, if required, must be obtained through the Highway Department for front culvert pipe and road cut for sewer (required for dwellings not in a subdivision).
4. Contractor must be insured in the Town. Proof of insurance, certificates for disability, and workers compensation are required. There is no cost. This is **NY State Law**. Upon approval of this application the Building Inspector will issue a Permit. The CE 200 form can be completed online for immediate response at the following website:
http://www.wcb.ny.gov/content/ebiz/wc_db_exemptions/requestExemptionOverview.jsp

If the Contractor is Exempt from workers compensation, then they need to supply a CE 200 Form. This form is also required if the Home Owner is performing the work.

5. Any residential building or addition thereto, requires a professional architect or Engineers stamp registered in New York State, also a completed ResCheck form.
6. Only upon approval of the application by the Code Enforcement Officer the fee can be paid to the Town Clerk's office. The Code Enforcement Officer will issue a permit that is to be posted on the premises. **This permit is valid for a period of one year.**
7. If a house number is needed, please have your culvert in and a sign with your name on it by the driveway. House numbers are obtained from the Town of Concord Assessor's Office. Please contact that office at 592-4947 as soon as possible or in person during regular business hours. The assigned number should be posted at the driveway at all times.

Please see the attached Construction Inspection Checklist for additional requirements.

ALL FEES ARE NON-REFUNDABLE

REVISED 2/2022

**TOWN OF CONCORD
BUILDING PERMIT/FEE SCHEDULE §68-3**

NEW HOME PERMITS:

- \$500 UP TO 2,000 SQUARE FEET
- \$200 EACH ADDITIONAL 1,000 SQUARE FEET OR PORTION THEREOF

ACCESSORY BUILDINGS:

- \$50 ALL STORAGE SHEDS UP TO 144 SQUARE FEET
- \$200 ALL GARAGES, POLE BARNs, DECKs, PORCHES, SHEDs & STORAGE BUILDINGS UP TO 1,000 SQUARE FEET INCLUDING ANY STORAGE UNIT, SHIPPING CONTAINER, OR PODs

- \$250 GARAGES, POLES BARNs, DECKs, PORCHES, SHEDs & STROAGE BUILDINGS OVER 1,000 SQUARE FEET
ALSO, CABINS

ADDITIONS:

- \$150 UP TO 500 SQUARE FEET
- \$200 501 TO 1,000 SQUARE FEET
- \$250 1,001 TO 1,500 SQUARE FEET
- \$300 1,501 TO 2,000 SQUARE FEET
- \$350 2,000 SQUARE FEET AND OVER

COMMERICAL PERMITS:

- \$1,000 FOR 1ST 10,000 SQUARE FEET
 - \$250 EACH ADDITIONAL 10,000 SQUARE FEET OR PORTION THEREOF
 - \$750 FOR 1ST ADDITION OR ALTERATION OF 10,000 SQUARE FEET OR PORTION THEREOF
 - \$250 EACH ADDITIONAL ADDITON OR ALTERATIO OF 10,000 SQUARE FEET OR PORTION THEREOF
- *EXCEPTION: WHERE OWNER OF RESIDENTIAL PROPERTY LOCATED IN A COMMERICAL DISTRICT (C2) WHO WANTS TO IMPROVE THEIR RESIDENTIAL PROPERTY, NOT THE COMMERCIAL PROPERTY, WILL BE CHARGED THE RESIDENTIAL BUILDING PERMIT FEE. IF AT ANY TIME THE PERMITTED STRUCTURE IS USED FOR BUSINESS PURPOSES, IT SHALL VOID THE ORIGINAL FEE AND THE BUSINESS FEE SHALL BE REINSTATED.

MISCELLANEOUS PERMITS:

- \$75 POOLS (IN GROUND & ABOVE) SPAS, HOT TUBS, ETC. *SEE STATE REGULATIONS FOR FENCE
- \$75 SOLID FUEL BURNING STOVES/FURNANCES OR CHIMNEY INSPECTIONS
- \$75 DEMOLITON OF BUILDING
- \$75 INSPECTIONS RELATIVE TO MAJOR RENOVATIONS, INSURANCE REQUESTS, REALTY INSPECTIONS, MORTGAGOR-MORTGAGEE INSPECTIONS, ESTATE AND LITIGATION, AND RE-ISSUE OF CERTIFICATE OF OCCUPANCY INSPECTION
- \$75 ROOF PERMIT (all buildings over 144 sq.ft.)
- \$75 ALTERATIONS TO BUILDING
- \$75 PERMANENT STANDBY-BACKUP GENERATOR AND REQUIRE AN INSPECTIN/TESTING DONE BY A CERTIFIED ELECTRICAL INSPECTOR

RE-ISSUE OF EXPIRED PERMITS ARE THE SAME FEE AS THE ORIGINAL

FEES ARE DOUBLED FOR ANY BUILDING WHICH IS STARTED WITHOUT OBTAINING A BUILDING PERMIT.

EFFECTIVE-1-09-2026

ALL FEES ARE NON-REFUNDABLE

CONSTRUCTION INSPECTION CHECKLIST

CEO Thomas Roberts
(716) 592-4946 x 314 office
(716) 353-3406 Cell

Name: _____ Location: _____ Permit# _____

- A reasonable means of ingress must be provided to each structure and floor level.
- All required inspections must be called in 24 hours in advance by the owner or contractor at the above telephone numbers.

ELEMENTS TO BE INSPECTED

INSPECTIONS MUST BE FOLLOWED IN THE ORDER BELOW:

- WORK SITE
- FOOTINGS, FOUNDATIONS, UNDERDRAINS/
PREPARATION FOR CONCRETE SLAB
- FRAMING
- BUILDING SYSTEMS & ROUGH IN
- FIRE RESISTANT CONSTRUCTION & PENETRATIONS
- SOLID FUEL BURNING HEATING APPLIANCES/CHIMNEYS/
FLUES OR NATURAL GAS VENTS
- ENERGY CODE COMPLIANCE
- ALL PLUMBING INSPECTIONS & PRELIMINARY ELECTRICAL
INSPECTIONS (PRELIMINARY & FINAL ELECTRICAL
INSPECTIONS TO BE PERFORMED BY THIRD PARTY)
- INSULATION
- DRYWALL & ANY FIRE BARRIERS
- FINAL INSPECTION FOR CERTIFICATE OF OCCUPANCY-All
construction must be completed as per the approved plans and
specifications, favorable reports received from all applicable agencies
involved with the project and all testing completed with report results
received. The certificate of Occupancy must be issued prior to any
building or part thereof is occupied.

ALL FINAL ELECTRICAL INSPECTIONS, WATER TESTING & SEPTIC
SYSTEM APPROVAL MUST BE COMPLETED BEFORE A CERTIFICATE
OF OCCUPANCY WILL BE ISSUED.

Applicant

Dated: _____

Town of Concord
Code Enforcement/Building Inspector

86 Franklin Street
P.O. Box 368
Springville, NY 14141
(716) 794-3876 x 304
Cell (716) 353-3406
Email:concordcode@gmail.com

Building Permit Number: _____

Owner Name: _____
(please print)

Location: _____

Date Received: _____

New Permit Application _____ Renewal Permit Application _____

Permit Fee \$ _____

ALL FEES ARE NON-REFUNDABLE

Paid \$ _____ cash check # _____

Received: _____ By: _____

To the best of my knowledge, the foregoing application and plans conform to the codes and policies of the Town of Concord.

Code Enforcement Officer

Date

Town of Concord

Building Permit Application

ALL FEES ARE NON-REFUNDABLE

SBL (attach copy of tax bill): _____
 Zone: _____

Applicant is: Property Owner Contractor Other _____

Same: _____

Address: **(If Different than Above)**

Phone No. _____ Day Phone/Cell No. _____

Signature: _____ Date: _____

Application is hereby made for permission to:

<input type="checkbox"/> Build	<input type="checkbox"/> Alter	<input type="checkbox"/> Repair	<input type="checkbox"/> Move
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To be used as:

<input type="checkbox"/> Single Dwelling	<input type="checkbox"/> Pole Barn	<input type="checkbox"/> Deck	<input type="checkbox"/> Generator
<input type="checkbox"/> Double Dwelling	<input type="checkbox"/> Barn	<input type="checkbox"/> Patio	<input type="checkbox"/> Windows
<input type="checkbox"/> Apartment	<input type="checkbox"/> Garage	<input type="checkbox"/> Porch	<input type="checkbox"/> Other
<input type="checkbox"/> Alteration	<input type="checkbox"/> Car Port	<input type="checkbox"/> Gazebo	<input type="checkbox"/>
<input type="checkbox"/> Addition	<input type="checkbox"/> Shed	<input type="checkbox"/> Swimming Pool--	<input type="checkbox"/> IN GROUND
<input type="checkbox"/> Major Renovation	<input type="checkbox"/> Greenhouse	<input type="checkbox"/> Swimming Pool--	<input type="checkbox"/> ABOVE GRND

***A permit for a swimming pool covers the pool only. If a deck is to be installed, a separate permit will be required for the deck.**

****BUILDING TO BE USED FOR:** _____

- Building
- Addition

Size: _____ feet long: _____ feet wide: _____ feet high: _____

North South East West side of Street: _____

Highway: Town _____ County _____ State _____

House Number: _____ Zoning: _____

Lot Dimensions: _____ Square Footage: _____

Feet from Lot Lines: Front: _____ Side _____ Rear _____ Corner Lot _____

The estimated value of project exclusive of land is: \$ _____

State type and use of other buildings on the same lot: _____

**Deed Restrictions: The Town of Concord is not responsible to enforce deed restrictions. Refer to your deed for any restrictions.*

Name of Building Contractor: _____ Phone No. _____

Address: _____

Workers Compensation Ins.: _____ NYS Disability Ins.: _____

Plumbing Contractor: _____ Phone No. _____

Address: _____

Type of Sewage:

Private Septic System _____ Permit # _____

Town of Concord Public Sewer District _____ Permit # _____

Town of Concord Public Water System District _____ Permit # _____

Project Information: one story two story attached garage, capacity (cars) _____

Third-party Electrical Inspector _____

Generator Completion Date: _____

CEO Use: Property Located on Town Road _____ County Road _____ NYS Road _____

Driveway culvert permit required: _____

No person shall make any change in plans herewith submitted for specifications herein contained, or in the structural part of the building without written consent of the Building Inspector. Plans must be submitted with this Application and must comply with State Building Construction Code.

I have reviewed the foregoing Application and building plans and the premises as described to the extent that the items indicated herein conform to Building Code, Sanitary Code and safety requirements and the Codes of the Town of Concord.

Town of Concord Code Enforcement Officer