



Town of Elma Erie County, New York

1600 Bowen Road • Elma, New York 14059 • Phone: (716) 652-2188 • Fax: (716) 652-3560

BUILDING PERMIT REQUIREMENTS FOR NEW RESIDENTIAL CONSTRUCTION

1. **CURRENT ORIGINAL SURVEY**
 2. **STAMPED & FILED DEED** (along with S.B.L. #, on the enclosed form, for the property described in the Deed).
 3. **TWO COMPLETE SETS OF ORIGINAL UNALTERED WORKING PLANS** - Plans should be signed and sealed by a registered Architect or Professional Engineer and shall show in sufficient detail all pertinent data and features of the building, including all equipment and systems. A notation on the plans must be provided stating that the Architect or Professional Engineer certifies the plans and specifications are in compliance with the Residential Code of New York State. Minimum size of drawings shall be 18" x 22" to 1/4" scale.
 4. **CERTIFICATION OF COMPLIANCE WITH THE NEW YORK STATE ENERGY CONSERVATION CONSTRUCTION CODE**
 5. **CODE COMPLIANCE CHECKLIST** – Architect or Professional Engineer should fully and properly complete and seal a code compliance checklist for all residential one and two family dwellings.
 6. **SOIL TESTING** – As required by R401.4 along with a Professional Engineers evaluation of the test results of on site soil conditions as they relate to the proposed foundation design.
 7. **PLOT PLAN** – Site plan indicating the location, and distance to property lines, of improvements (i.e. house, driveway, septic system and utilities).
 8. **DRAINAGE/RUNOFF PLAN** – Topographic representation of the site, signed and sealed by a registered Architect or Professional Engineer, and showing the location of all downspouts, sump pump discharge, and any other storm water discharge or conveyance device and how such discharges will be disposed of to minimize surface runoff onto adjacent properties. Proposed grades should be indicated at a maximum of 1' intervals.
 9. **COMPLETE LIST OF MATERIALS & SPECIFICATIONS**
 10. **ERIE COUNTY HEALTH DEPARTMENT PERMIT FOR CONSTRUCTION** – Septic system location must be indicated on the plot plan mentioned above, any deviations from this location will require new plot plans. No system shall use any utility easement (water, gas, electric, cable, etc.).
 11. **DRIVEWAY PERMIT (STATE, COUNTY OR TOWN)** - Driveway permit must be secured prior to issuance of any building permit.
 12. **INSURANCE** – Contractors must register with the Town of Elma and provide all required Proof of Insurance. Homeowners must complete, sign and have notarized a Form BP-1.
 13. **APPLICATION FOR WATER SERVICE** – Elma Water Department requires a copy of the site plan, mentioned in Item 4 above, be submitted to their department prior to issuance of a Water Service Application. No Building Permit will be issued without a copy of a Town of Elma Water Service Application.
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COUNTY OF ERIE
MARK C. POLONCARZ
COUNTY EXECUTIVE

Gale Burstein, M.D., M.P.H.
Commissioner of Health

May 15, 2012

Re: New Construction Homes with Onsite Wastewater Treatment Systems (Septic Systems) in Erie County

To Whom It May Concern:

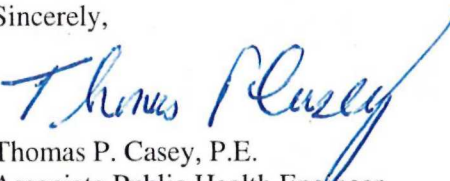
Effective July 1, 2012, the Erie County Department of Health will no longer be designing onsite wastewater treatment systems for new residential construction. Residents and builders wishing to construct a new home in Erie County that must be served by an onsite wastewater treatment system must hire a design professional (i.e. a licensed professional engineer, a registered architect, or a licensed land surveyor with an exemption Certificate (Section 7208n of New York State Education Law) to design the appropriate system to serve the residence. Plans for Onsite Wastewater Treatment Systems created by design professionals must be submitted to the Erie County Department of Health for approval and the issuance of a "Permit For Construction/Alteration of a Sewage Disposal System." The Health Department will continue to sample the water from newly constructed residences with a private water supply and will continue to design replacement onsite wastewater treatment systems as in the past.

Permits and specifications for Onsite Wastewater Treatment Systems issued prior to July 1, 2012 will still be valid for three years from the date of issuance. Application fees submitted for permits and specifications that have not been issued as of July 1, 2012 may be refunded upon request or credited toward the permit fee required for the Application For a Construction Permit for an Onsite Wastewater Treatment System for Residential or Commercial Lots Prepared by a Design Professional.

Please find attached our new applications for "A Construction Permit for an Onsite Wastewater Treatment System for Residential or Commercial Lots Prepared by a Design Professional" and "A Construction Permit for an Onsite Wastewater Treatment System for Existing Residential Lots", our onsite wastewater treatment system design and plan review guidelines, and our new onsite wastewater treatment system construction compliance by design professionals. Also, this information may be found on our website at <http://www2.erie.gov/health/index.php?q=public-health-engineering>.

Please contact us with any questions regarding this upcoming change at 716-961-6800.

Sincerely,


Thomas P. Casey, P.E.
Associate Public Health Engineer


Richard Wojcik
Program Manager

Joseph Colern Jr.
Building Inspector
Code Enforcement Officer



Raymond Balcerzak
Asst. Building Inspector
Asst. Code Enforcement Officer

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TO: ASSESSOR

HOMEOWNERS/BUILDERS RE: BUILDING PERMITS

This is as per approved motion of the Town Board prior to 3-1-01.

A filed, stamped Deed must be presented to the Assessor's Office prior to issuance of a Building Permit, with survey. The Builder/Homeowner shall return this form to the Building Inspector when completed – to secure a Building Permit.

Date _____

S.B.L. # _____

Assessor's Signature _____
Kandace Wittmeyer

Building Inspector _____

Fire Co. Notice _____

Date _____

Joseph Colern Jr.
Building Inspector
Code Enforcement Officer



Raymond Balcerzak
Asst. Building Inspector
Asst. Code Enforcement Officer

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HOMEOWNERS/BUILDERS RE: C.O. INSPECTIONS

Date Submitted _____

Time Submitted _____

Assessor's signature _____ Date _____
Kandace Wittmeyer

The Homeowner/Builder shall give a notice to the Assessor on this form for a C.O. Inspection of a building. Advance notice of one (1) day is **required**. Notation of time when building is open for inspection is required.

Date of Inspection _____

Time for Viewing _____

Permit No. _____

Address _____

S.B.L.# _____

Owners Name _____

Return this form to the Building Inspector when completed.



ELMA WATER DEPARTMENT

EUGENE STEVENSON, SUPT.

5730 SENECA STREET
ELMA, NEW YORK 14059-9653
PHONE: 674-8855
FAX: 674-0929

March 7, 2005

Joe Colern
Building Department

Re: Requirements for Water Applications

Dear Joe:

Please inform any future home builders that to receive a water application for the Town of Elma Water District #1, a site plan showing the location of the proposed septic system and the proposed location of the water service will now be required. This will be required at the time of filing for a water application.

Yours truly,

A handwritten signature in cursive script that reads 'Eugene F. Stevenson'.

Eugene F. Stevenson
Water Department Superintendent

INSPECTION REQUIRED

DRIVEWAY APPROACH TO PUBLIC ROAD

MIN 3" PITCH
ON APPROACH

R.O.W.
STAKE

INVERT-CULVERT
OR PITCH

TAPPING ON STONE

MIN. 12" STONE FROM
EDGE OF ROAD TO
CURVE

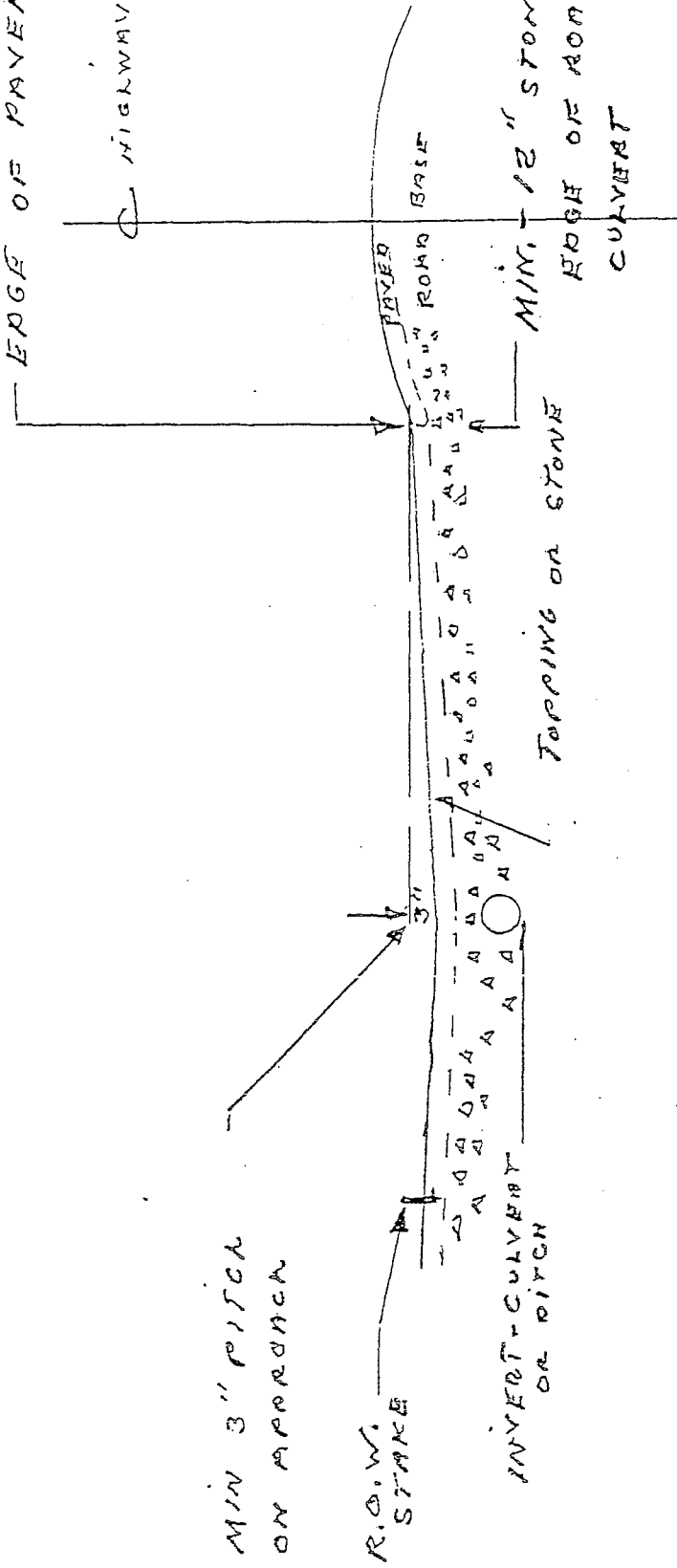
EDGE OF PAVEMENT

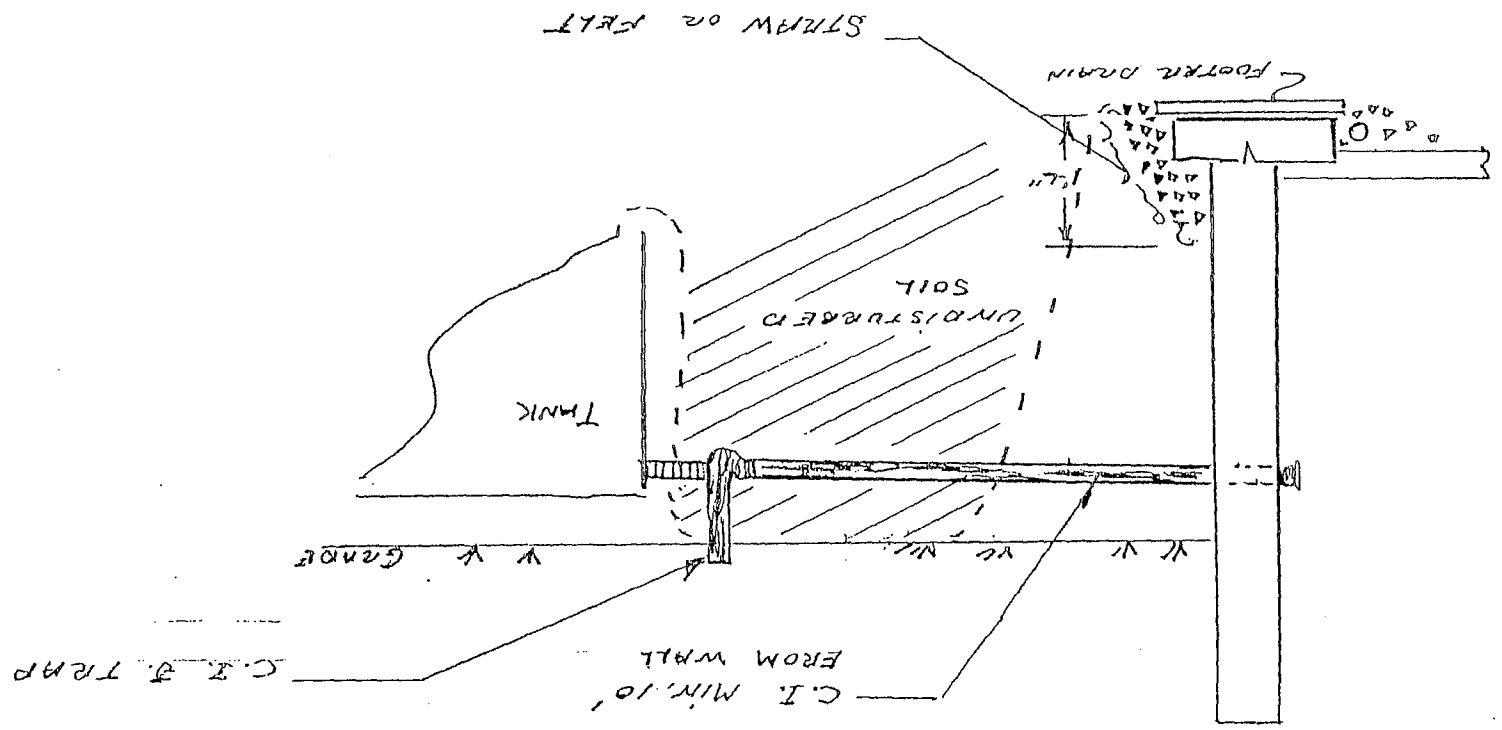
HIGHWAY

PAVED

ROAD

BASE





ALL JOINTS ON UNDISTURBED SOIL
OR SET IN STONE TO SOLID GROUND