

Town of Concord  
86 Franklin Street  
P.O. Box 368  
Springville, NY 14141

Code Enforcement Officer  
Rick Atkinson  
Telephone No. 592-4946 ext. 14  
Cell Phone No. 515-8504

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

1. One set of construction plans showing:
  - (a) Floor plans
  - (b) Typical sections
2. Certificate for septic system approval from Erie County Board of Health is required.
3. An excavation permit must be obtained through the Highway Department for front culvert pipe and road cut for sewer (required for dwellings not in a subdivision).
4. Any residential building over 1500 square feet requires a professional architect or engineers stamp registered in New York State.
5. 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 "Information for Building Permit Applications" for additional requirements and processes.*

# Town of Concord

## Information for Building Permit Applications

1. The original application must be completely filled out, PLEASE PRINT and return to the office of the Code Enforcement Officer.
2. Should you have any questions regarding the application, please contact the Code Enforcement Officer. The Code Enforcement Officer has hours at the Town Hall, 86 Franklin Street, Springville, New York, on Monday, Wednesday and Friday from 9:00 a.m. to noon, in Room 102. He can be reached at 716-592-4946 ext.14 Monday - Friday 9:00 a.m. to noon, if he is not available please leave a message and he will get back to you as soon as possible.
3. A plot plan is needed showing location of lot and buildings on the property, dimensions to property lines, streets and other buildings, and the location of the proposed project. A current survey may be required upon the discretion of the Code Enforcement Officer.
4. Drawings must show sufficient information regarding materials and dimensions.
5. Please contact the Code Enforcement Officer if you have any questions regarding the correct fee for your permit.
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.** This permit may be re-issued one time only. If a second re-issue is needed, approval of the Concord Town Board is required.
7. The application process may take up to 7 days to complete. Please give the Code Enforcement Officer time to do his job.
8. It's the law, call before you dig! 1-800-962-7962
9. CONTACT THE CODE ENFORCEMENT OFFICER FOR THE NECESSARY INSPECTIONS NEEDED FOR YOUR BUILDING PERMIT. The number of inspections required is determined by the Code Enforcement Officer.
10. Electric inspections are made by the NY Board of Fire Underwriters, who can be contacted by calling 716-626-1571. This will require an additional fee. Inspections will be made prior to covering wires and again when completed.
11. No person shall make changes to the approved plans without contacting the Code Enforcement Officer for approval.
12. Upon completion of all construction, notification shall be made to the Code Enforcement Officer for the issuance of a Certificate of Occupancy or Certificate of Compliance.

# TOWN OF CONCORD BUILDING PERMIT / FEE SCHEDULE

## New Home Permits

\$300	up to 2,000 square feet
\$100	per each additional 1,000 square feet or portion thereof

## Accessory Buildings

\$25	all storage sheds up to 144 square feet
\$100	all garages, pole barns, decks, porches, sheds & storage buildings up to 1,000 square feet
\$150	garages, pole barns, decks, porches, sheds & storage buildings over 1,000 square feet

## Commercial Permits

\$500	for 1 <sup>st</sup> 10,000 square feet
\$100	each additional 10,000 square feet or portion thereof
\$500	for 1 <sup>st</sup> addition or alteration of 10,000 square feet or portion thereof
\$100	for each additional alteration or addition of 10,000 square feet or portion thereof

## Miscellaneous Permits

\$50	pools (in ground & above), spas, hot tubs, etc
\$50	solid fuel burning stoves or chimney inspections
\$50	demolition of building
\$75	alterations to building
\$50	for inspections relative to insurance requests, reality inspections, mortgagor-mortgagee inspections, estate and litigation, each follow-up and certificate of occupancy inspection

## Additions

\$75	up to 500 square feet
\$100	501 to 1,000 square feet
\$125	1,001 to 1,500 square feet
\$150	1,501 to 2,000 square feet
\$175	2,000 square feet and over

**Re-Issue**      Fee is half the original permit fee

## Trailer Parks

\$200	Trailer Park Yearly Renewal
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## Sewer Taps

\$500	Per Sewer Connection
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## Signs

\$35	Per Application
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**Fees are doubled for any building which is started without obtaining a building permit.**

**TOWN OF CONCORD**

86 Franklin Street  
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716-592-4946 ext. 14

Building Permit Number \_\_\_\_\_

Owner Name: \_\_\_\_\_  
*(please print)*

Location \_\_\_\_\_

Date Received \_\_\_\_\_

New Permit Application \_\_\_\_\_ Renewal Permit Application \_\_\_\_\_

Permit Fee \$ \_\_\_\_\_

Paid \$ \_\_\_\_\_  cash  check # \_\_\_\_\_

Received: \_\_\_\_\_ by: \_\_\_\_\_

I have reviewed this application and \_\_\_\_\_

\_\_\_\_\_  
Code Enforcement Officer

\_\_\_\_\_  
Date

Permit No. \_\_\_\_\_  
Year \_\_\_\_\_  
Zone \_\_\_\_\_

Town of Concord  
Permit Application

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*Property Address:* \_\_\_\_\_

*Building Classification:* \_\_\_\_\_ *size* \_\_\_\_\_ *x* \_\_\_\_\_

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*Applicant* Please check:  Property Owner  Contractor  Other \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone No. \_\_\_\_\_ Day Phone/Cell No. \_\_\_\_\_

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

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*Architect/* Name: \_\_\_\_\_  
*Engineer*

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone No. \_\_\_\_\_ Day phone No. \_\_\_\_\_

**Contractors**

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone No. \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Estimated Value of Project \$ \_\_\_\_\_

Estimated Completion Date: \_\_\_\_\_

Size of Building \_\_\_\_\_ square feet