



TOWN OF COLLINS
ERIE COUNTY, NEW YORK
BUILDING PERMIT REQUIREMENTS AND APPLICATION

BUILDING PERMIT APPLICATION / FEES ARE GOOD FOR ONE YEAR FROM ISSUE DATE

PROOF OF INSURANCE OR A WAIVER MUST ACCOMPANY THIS APPLICATION

A PLOT PLAN MUST BE ATTACHED SHOWING ALL DISTANCES FROM ROADS, EXISTING STRUCTURES, PROPERTY LINES, CREEKS, PONDS, WETLANDS AND UNUSUAL TOPOGRAPHY

PLOT PLAN MUST ALSO SHOW THE LOCATION AND DIMENSIONS OF THE PROPOSED STRUCTURE, POOL, SIGN, OR HEATING DEVICE PROPOSED, AND EXISTING SEPTIC SYSTEM

BUILDING PLANS MUST BE SUBMITTED WITH THIS APPLICATION, AND INCLUDE ALL CONSTRUCTION DETAILS, INCLUDING BUT NOT LIMITED TO:

- **FOOTER AND FOUNDATION DETAILS**
- **FRAMING DETAILS WITH LUMBER DIMENSIONS, SPECIES, SPACING, SPANS, AND ATTACHMENT DETAILS**
- **ELECTRICAL AND PLUMBING DETAILS**
- **INSULATION DETAILS**

ANY CONSTRUCTION PLANS EXCEEDING 1,500 SQUARE FEET MUST BE STAMPED BY A LICENSED PROFESSIONAL ARCHITECT OR ENGINEER. THE CODE ENFORCEMENT OFFICE MAY ALSO REQUIRE PLANS LESS THAN 1,500 SQUARE FEET BE STAMPED

ALL NEW HOME CONSTRUCTION MUST ALSO SUBMIT A PERMIT TO CONSTRUCT A SEWAGE DISPOSAL SYSTEM FROM THE ERIE COUNTY HEALTH DEPARTMENT

MODULAR HOMES MUST HAVE A FOUNDATION PLAN REVIEWED AND STAMPED BY A PROFESSIONAL ENGINEER, AND DESIGNED FOR THE SPECIFIC MODEL BEING ERECTED

MANUFACTURED HOMES MUST HAVE A FOUNDATION PLAN FOR THE MODEL BEING ERECTED (GENERIC PLANS MAY BE CONSIDERED IF APPLICABLE TO TYPE OF FOUNDATION USED)

SHEDS OVER 140 SQUARE FEET REQUIRE A BUILDING PERMIT



IN THE EVENT AN APPLICATION FOR A BUILDING PERMIT IS DENIED, THE APPLICANT SHALL BE ENTITLED TO A REFUND OF FIFTY (50) PERCENT OF THE FEE PAID, PROVIDED NO CONSTRUCTION HAS STARTED. NO FEES WILL BE REFUNDED FOR PERMITS DENIED AFTER CONSTRUCTION HAS STARTED

GENE DEGMAN, CODE ENFORCEMENT OFFICER; MOBILE 716-807-7818

OFFICE 716-532-4887 EXT. 111

TOWN OF COLLINS -- BUILDING PERMIT APPLICATION
PERMIT NO. _____

Application is hereby
made for permission to:
(CHECK ALL THAT APPLY)
(FILL IN EVERYTHING)

_____ Erect
_____ Alter
_____ Repair
_____ Move / Demolish

_____ Wood Frame
_____ Masonry
_____ Steel
_____ Mobile Home

_____ Structure
_____ Addition
_____ Roof
_____ Pool

To be used as a:

_____ Single Family Dwelling
_____ Duplex
_____ Multi Family Dwelling
_____ Deck / Porch
_____ Other (Specify) _____

_____ Attached Garage
_____ Detached Garage
_____ Storage Building
_____ Shed

_____ Commercial Bldg
_____ Industrial Bldg
_____ Apartment Bldg
_____ Sign

_____ Solid Fuel Device / Stand-By Generator

PLEASE PRINT:

Owner Name: _____ PHONE: _____

Applicant Name (if different): _____

Owner Mailing Address: _____

Work Site Location (street & house number or description): _____

SBL (Section, Block, Lot) Number: _____

Finished Structure Dimensions: _____ feet wide, _____ feet long, _____ feet high

Total Square Feet: _____ Estimated cost of structure: \$ _____

Name of Building Contractor: _____ Phone: _____

Address of Building Contractor: _____

Name of Lending Institution: _____ Phone: _____

Address of Lending Institution: _____

ATTACH PLOT PLAN TO APPLICATION

The undersigned has submitted plans, specifications and a plot plan which are hereto attached, incorporated and made part of this application.

In consideration of the granting of the permit hereby applied for, the undersigned hereby agrees that if such permit is granted applicant will comply with the terms thereof; the laws of the State of New York, the Ordinances of the Town of Collins and regulations of the various departments of the Town, County of Erie and the State of New York; that the applicant will preserve the established building line; give full notification to the building inspector and will not use or permit to be used the structure or structures covered by the permit until sanitary facilities are completely furnished and Certificate of Occupancy has been issued.

THE UNDERSIGNED HEREBY CERTIFIES THAT ALL OF THE INFORMATION CONTAINED IN THIS APPLICATION IS CORRECT AND TRUE.

PERMIT BECOMES INVALID AND FORFEITED ONE (1) YEAR AFTER ISSUANCE, UNLESS CONSTRUCTION HAS SUBSTANTIALLY BEGUN.

Signature of Applicant: _____ Date: _____

RECEIVED BY:

Town Clerk: _____ Date: _____

Amount Paid: \$ _____

I do certify that I have examined the foregoing application, building plans and plot plan, and that they conform to all Ordinances of the Town of Collins:

APPROVED BY:

Code Enforcement Officer: _____ Date: _____

BUILDING PERMIT FEES

ANY CONSTRUCTION / BUILDING COMMENCED WITHOUT A PERMIT WILL BE ASSESSED A FINE IN THE AMOUNT OF
DOUBLE THE PERMIT FEE IN ADDITION TO THE BASE PERMIT FEE

ALL FINES MUST BE PAID IN FULL BEFORE A PERMIT WILL BE ISSUED

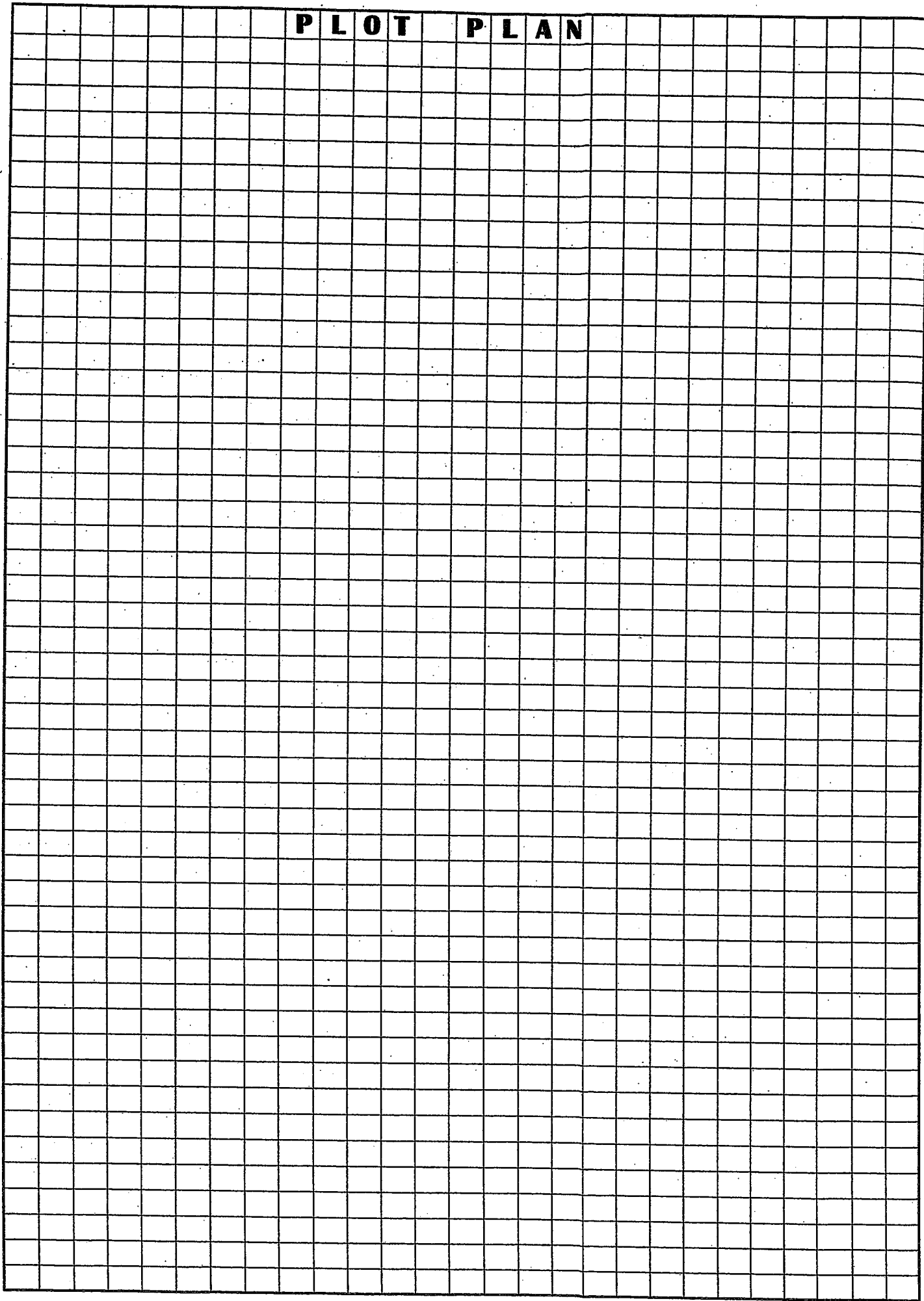
PERMIT APPLICATIONS BY FARMERS FOR AGRICULTURAL BUILDINGS ARE EXEMPT FROM PERMIT FEES,
BUT FINES WILL APPLY IF ANY CONSTRUCTION IS STARTED WITHOUT A BUILDING PERMIT

		FEE: (TO BE COMPLETED BY APPLICANT)
NEW RESIDENTIAL CONSTRUCTION:		
	\$250.00 FOR FIRST 1,000 SQUARE FEET AND UNDER	\$ _____
	\$0.15 FOR EACH SQUARE FOOT OVER 1,000	\$ _____
NEW RESIDENTIAL ADDITION:		
	\$50.00 PLUS \$0.15 FOR EACH SQUARE FOOT	\$ _____
RESIDENTIAL ACCESSORY STRUCTURES (e.g.: GARAGE, BARN, POLE BUILDING, DECK, SHEDS OVER 140 SQUARE FEET):		
	\$0.15 FOR EACH SQUARE FOOT	\$ _____
ROOF (ALL WORK OTHER THAN REPAIRS):		
	\$50.00	\$ _____
POOL:		
	IN-GROUND = \$100.00	\$ _____
	ABOVE-GROUND = \$25.00	\$ _____
SOLID FUEL HEATING DEVICE (e.g.: WOOD, PELLET) STAND-BY GENERATOR:		
	\$25.00	\$ _____
SIGNS:		
	16 SQUARE FEET AND UNDER = \$5.00	\$ _____
	OVER 16 SQUARE FEET = \$25.00	\$ _____
	IF LIGHTED, ADDITIONAL \$10.00	\$ _____
DEMOLITION PERMIT:		
	\$25.00	\$ _____
NEW COMMERCIAL CONSTRUCTION (INCLUDING ADDITIONS):		
	\$0.15 FOR EACH SQUARE FOOT	\$ _____
NEW INDUSTRIAL CONSTRUCTION (INCLUDING ADDITIONS):		
	2% OF CONSTRUCTION COST	\$ _____
	TOTAL FEE	\$ _____

ALL FEES ARE PAYABLE UPON SUBMITTAL OF APPLICATION

MAKE CHECKS PAYABLE TO: COLLINS TOWN CLERK

PLOT PLAN



Certificate of Attestation of Exemption



Workers' Compensation Board

Instructions for obtaining and filing a Certificate of Attestation of Exemption from Workers' Compensation and/or Disability and Paid Family Leave Benefits (CE-200) through New York Business Express

Follow these steps:

1. Go to **businessexpress.ny.gov**.
2. Select **Log in/Register** in the top right-hand corner. A NY.gov Business account is required.
3. If you do not have a NY.gov business account, go to **step 4** to set up your account.
If you have a NY.gov log-in and password, go to **step 16**.
4. Select **Register with NY.gov** under New Users.
5. Select **Proceed**.
6. Enter the following:
 - First and Last Name
 - Email
 - Confirm Email
 - Preferred Username (check if username is available)
7. Select **I'm not a robot**.
 - You may have to complete a Captcha Verification before proceeding.
8. Select **Create Account**.
 - If you already have a NY.gov account, the screen will display your existing accounts, either Individual or Business.
 - Do one of the following:
 - If the account(s) shown is a NY.gov Individual account, select **Continue**.
 - If the account(s) shown is a NY.gov Business account, select **Email Me the Username(s)**.
9. Verify that the account information is correct.
 - Select **Continue**.
10. An activation email will be sent.
 - If you do not receive an email, see the **No Email Received During Account Creation** page.
11. Open your activation email and select **Click Here**.
 - Specify three security questions.
 - Select **Continue**.
12. Create a password (must contain at least eight characters).
13. Select **Set Password**. You have successfully activated your NY.gov ID.
14. Select **Go to MyNy**.
 - At the top of the screen select **Services**.
 - Select **Business**.
 - Select **New York Business Express**.
 - Select **Log in/Register**.
15. On the New York Business Express home page, do one of the following:
 - Scroll down to Top Requests and select **Certificate of Attestation of Exemption**, or
 - Search Index A-Z for **CE-200**.
16. Under **How to Apply**:
 - Select **Apply as a Business**, or
 - Select **Apply as a Homeowner** (applies to those obtaining permits to work on their residence).
17. Complete application screens.
18. Review Application Summary.
19. Attest and submit.

You will receive an email when your certificate has been issued.

To view your certificate:

- Select **Access Recent Activity** from your email, or
- Access **businessexpress.ny.gov**, and then access your **Dashboard** (under your login name on right).

Print and sign the **Certificate of Attestation of Exemption**.

Submit your **CE-200** for your license, permit or contract to the Issuing Agency.