



**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  
CHARLES SIEGLE, ASSISTANT CODE ENFORCEMENT OFFICER; HOME 716-532-3021, MOBILE 716-207-0607  
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