



# Village of Fredonia

9-11 Church Street  
P.O.Box 31  
FREDONIA, NEW YORK 14063

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Zoning Officer

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## VILLAGE OF FREDONIA BUILDING PERMIT PROCEDURES

**FAILURE TO COMPLY WITH THESE  
PROCEDURES MAY RESULT IN  
BUILDING PERMIT BEING REVOKED**

**CALL 679-2313  
FOR INSPECTION  
APPOINTMENTS**

Building Permits shall be required for any work which must conform to the Uniform Code. The application for a building permit shall request sufficient information to permit a determination that the intended work accords with the requirements of the Uniform Code. Exceptions to the requirement for building permits may be allowed for:

1. Necessary repairs which do not materially affect structural features
2. Alterations to existing buildings, provided that the alterations:
  - a. Cost less than \$10,000
  - b. Do not materially affect structural features
  - c. Do not affect fire safety features such as smoke detectors, sprinklers, required fire separations and exits
  - d. Do not involve the installation or extension of electrical systems
  - e. Do not include the installation of solid fuel-burning heating appliances and associated chimneys and flues

Certificates of Occupancy or Certificates of Compliance shall be required for all work for which a building permit is required to be issued.

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A copy of the plans that are submitted for the building permit must be on the job site at all times. Any alterations from the plans submitted must be given in writing to this office.

### THE OWNER OR CONTRACTOR MUST CALL FOR THE FOLLOWING INSPECTIONS:

1. After the foundation is excavated and forms placed, before pouring concrete.
2. After the foundation or basement wall is waterproofed, before backfilling and drain tile and plumbing in floor, before concealing (No ground or storm water connections can be made to the sanitary sewer).
3. When the house is roughed and ready for lath, drywall, etc. Plumbing and electrical inspections required before concealing all mechanical work – heating, chimney, etc. Insulation per energy code requirements.
4. Final inspection

5. A Certificate of Occupancy is required for all new residences (including alterations and additions), new or altered business or commercial buildings.

INSURANCE: Worker's Compensation and Public Liability is required from all contractors.

Mail copy to: Village of Fredonia  
Building Department  
P.O. Box 31  
Fredonia, New York 14063  
Attn.: Linda Kleberger

ELECTRICAL: Electrician MUST be licensed in and by the Village of Fredonia. A third party inspection is required for all electrical work – separate application to be filed by homeowner or electrical contractor (Underwriter's Certificate required).

Also, required for signs (all types) requiring the use of electricity.

SAFETY REQUIREMENTS – STATE CODE:

1. Alterations, repairs, additions and conversions – When interior renovations, repairs, additions or conversions requiring a permit occur, or when one or more sleeping rooms are added or created in existing dwellings, the individual dwelling unit shall be provided with smoke alarms located as required for new dwellings; the smoke alarms shall be interconnected and hard wired with battery backup.
2. Except for bed and breakfast dwellings, smoke alarms in existing areas shall not be required to be interconnected and hard wired where the alterations or repairs do not result in the removal of interior wall or ceiling finishes exposing the structure, unless there is an attic, crawl space or basement available which could provide access for hard wiring and interconnection without the removal of interior finishes.
3. Repairs to the exterior surfaces of dwellings are exempt from the requirements of this section.
4. Basements with habitable space and every sleeping room shall have at least one openable emergency escape and rescue opening. Where emergency escape and rescue openings are provided they shall have a sill height of not more than 44 inches (1118mm) above the floor.
5. All emergency escape and rescue openings shall have a minimum net clear opening of 5.7 square feet (0.530m).

NO BUILDING PERMIT WILL BE PROCESSED UNTIL THE FOLLOWING IS PROVIDED:

1. Site Plan showing proposed work relating to existing buildings, property and street lines. This information may be placed on a copy of the survey.
2. Use of Architect's or Professional Engineer's Stamp/Seal:  
New York State law requires that all plans, drawing and specifications relating to the construction or alteration of buildings or structures which must filed with a local building

official must be stamped with the seal of an architect or professional engineer (Article 147, Section 7307). All commercial construction or alteration of building requires use of Architect's or Professional Stamp/Seal.

Exceptions Not Requiring an Architect's or Professional Engineer's Stamp or Seal:  
The following exceptions do not require the stamp or seal of a licensed, registered architect or professional engineer (Article 147, Section 7307(5)):

1. Farm buildings and other buildings used solely and directly for agricultural purposes
2. Single family residential buildings 1500 square feet or less, not including garages, carports, porches, cellars, or uninhabitable basements or attics.
3. Alterations costing \$10,000 or less within New York City and \$20,000 or less outside of New York City, if these alterations do not involve changes affecting the structural safety or public safety of the building or structure.
3. Building plans, drawn to scale, two (2) copies required, may be blueprint(s).
4. Floor plan showing dimensions of additions, outline and dimensions of existing building, showing existing rooms adjacent to addition/alteration location and size of windows, doors, removed or blocked-in, exhaust fans, etc., size of existing joists and new joists, direction and span of framing...identify all materials and sizes of same.
5. Locate any built-in fireplaces, toilet rooms, baths, etc.
6. Exterior view and elevation and at least one main view showing rooflines and slopes, windows, doors, etc. A photo of the house with notations would be accepted in some cases.
7. Cross-sections showing heights of crawl spaces, basement ceilings, materials, depth of footings, etc.
8. Indicate type of heating system – hot air/water, electric, etc.

**PERMITS ARE REQUIRED BY WATER/SEWER DEPARTMENTS FOR WATER/SEWER TAPS.**

**PERMIT IS REQUIRED BY DPW FOR CURB CUTS – NO FEE**

**BUILDING PERMIT FEE (AND WATER METER FEE, IF APPLICABLE), IS DUE AND PAYABLE AT TIME OF PROCESSING.**

**I have read and understand my rights and responsibilities as Applicant of the enclosed Building Permit Application.**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Date**