

Town of Concord  
86 Franklin Street  
PO Box 368  
Springville, NY 14141

Code Enforcement Officer  
Telephone (716) 592-4946, X314  
Cell (716) 353-3406  
Email:concordcode@gmail.com

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

1. Two sets of construction plans showing:
  - (a) Floor plans
  - (b) Typical sections

\*One set of plans will remain with the CEO. The second set will be returned to the applicant to be kept at the work site so as to be available for use by the CEO.

2. Certificate for septic system approval from Erie County Board of Health is required.
3. An excavation permit, if required, must be obtained through the Highway Department for front culvert pipe and road cut for sewer (required for dwellings not in a subdivision).
4. Contractor must be insured in the Town. Proof of insurance, certificates for disability, and workers compensation are required. There is no cost. This is **NY State Law**. Upon approval of this application the Building Inspector will issue a Permit. The CE 200 form can be completed online for immediate response at the following website:  
[http://www.wcb.ny.gov/content/ebiz/wc\\_db\\_exemptions/requestExemptionOverview.jsp](http://www.wcb.ny.gov/content/ebiz/wc_db_exemptions/requestExemptionOverview.jsp)

If the Contractor is Exempt from workers compensation, then they need to supply a CE 200 Form. This form is also required if the Home Owner is performing the work.

5. Any residential building or addition thereto, requires a professional architect or Engineers stamp registered in New York State, also a completed ResCheck form.
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.**
7. 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 Construction Inspection Checklist for additional requirements.

**ALL FEES ARE NON-REFUNDABLE**

REVISED 2/2022

**TOWN OF CONCORD  
BUILDING PERMIT/FEE SCHEDULE §162-1**

**NEW HOME PERMITS:**

\$500 UP TO 2,000 SQUARE FEET  
\$200 EACH ADDITIONAL 1,000 SQUARE FEET OR PORTION THEREOF

**ACCESSORY BUILDINGS:**

\$50 ALL STORAGE SHEDS UP TO 144 SQUARE FEET  
\$200 ALL GARAGES, POLE BARNs, DECKS, PORCHES, SHEDS & STORAGE BUILDINGS UP TO 1,000 SQUARE FEET INCLUDING ANY STORAGE UNIT, SHIPPING CONTAINER, OR PODS  
  
\$250 GARAGES, POLES BARNs, DECKS, PORCHES, SHEDS & STROAGE BUILDINGS OVER 1,000 SQUARE FEET  
**ALSO CABINS**

**ADDITIONS:**

\$150 UP TO 500 SQUARE FEET  
\$200 501 TO 1,000 SQUARE FEET  
\$250 1,001 TO 1,500 SQUARE FEET  
\$300 1,501 TO 2,000 SQUARE FEET  
\$350 2,000 SQUARE FEET AND OVER

**COMMERICAL PERMITS:**

\$1,000 FOR 1<sup>ST</sup> 10,000 SQUARE FEET  
\$250 EACH ADDITIONAL 10,000 SQUARE FEET OR PORTION THEREOF  
\$750 FOR 1<sup>ST</sup> ADDITION OR ALTERATION OF 10,000 SQUARE FEET OR PORTION THEREOF  
\$250 EACH ADDITIONAL ADDITON OR ALTERATIO OF 10,000 SQUARE FEET OR PORTION THEREOF  
\*EXCEPTION: WHERE OWNER OF RESIDENTIAL PROPERTY LOCATED IN A COMMERICAL DISTRICT (C2) WHO WANTS TO IMPROVE THEIR RESIDENTIAL PROPERTY, NOT THE COMMERCIAL PROPERTY, WILL BE CHARGED THE RESIDENTIAL BUILDING PERMIT FEE. IF AT ANY TIME THE PERMITTED STRUCTURE IS USED FOR BUSINESS PURPOSES, IT SHALL VOID THE ORIGINAL FEE AND THE BUSINESS FEE SHALL BE REINSTATED.

**MISCELLANEOUS PERMITS:**

\$75 POOLS (IN GROUND & ABOVE) SPAS, HOT TUBS, ETC. \*SEE STATE REGULATIONS FOR FENCE  
\$75 SOLID FUEL BURNING STOVES/FURNANCES OR CHIMNEY INSPECTIONS  
\$75 DEMOLITON OF BUILDING  
\$75 INSPECTIONS RELATIVE TO MAJOR RENOVATIONS, INSURANCE REQUESTS, REALTY INSPECTIONS, MORTGAGOR-MORTGAGEE INSPECTIONS, ESTATE AND LITIGATION, AND RE-ISSUE OF CERTIFICATE OF OCCUPANCY INSPECTION  
\$75 ROOF PERMIT (all buildings over 144 sq.ft.)  
\$75 ALTERATIONS TO BUILDING  
\$75 PERMANENT STANDBY-BACKUP GENERATOR AND REQUIRE AN INSPECTIN/TESTING DONE BY A CERTIFIED ELECTRICAL INSPECTOR

**RE-ISSUE: FEE IS THE UPDATED SCHEDULE, EFFECTIVE 6-1-2021 . FEES ARE DOUBLED FOR ANY BUILDING WHICH IS STARTED WITHOUT OBTAINING A BUILDING PERMIT.**

**EFFECTIVE-7-1-2025**

**ALL FEES ARE NON-REFUNDABLE**

**ALL FEES ARE NON-REFUNDABLE**

## CONSTRUCTION INSPECTION CHECKLIST

CEO Thomas Roberts  
(716) 592-4946 x 314 office  
(716) 353-3406 Cell

Name: \_\_\_\_\_ Location: \_\_\_\_\_ Permit# \_\_\_\_\_

- A reasonable means of ingress must be provided to each structure and floor level.
- All required inspections must be called in 24 hours in advance by the owner or contractor at the above telephone numbers.

### ELEMENTS TO BE INSPECTED

INSPECTIONS MUST BE FOLLOWED IN THE ORDER BELOW:

- WORK SITE
- FOOTINGS, FOUNDATIONS, UNDERDRAINS/  
PREPARATION FOR CONCRETE SLAB
- FRAMING
- BUILDING SYSTEMS & ROUGH IN
- FIRE RESISTANT CONSTRUCTION & PENETRATIONS
- SOLID FUEL BURNING HEATING APPLIANCES/CHIMNEYS/  
FLUES OR NATURAL GAS VENTS
- ENERGY CODE COMPLIANCE
- ALL PLUMBING INSPECTIONS & PRELIMINARY ELECTRICAL  
INSPECTIONS (PRELIMINARY & FINAL ELECTRICAL  
INSPECTIONS TO BE PERFORMED BY THIRD PARTY)
- INSULATION
- DRYWALL & ANY FIRE BARRIERS
- FINAL INSPECTION FOR CERTIFICATE OF OCCUPANCY-All  
construction must be completed as per the approved plans and  
specifications, favorable reports received from all applicable agencies  
involved with the project and all testing completed with report results  
received. The certificate of Occupancy must be issued prior to any  
building or part thereof is occupied.

ALL FINAL ELECTRICAL INSPECTIONS, WATER TESTING & SEPTIC  
SYSTEM APPROVAL MUST BE COMPLETED BEFORE A CERTIFICATE  
OF OCCUPANCY WILL BE ISSUED.

\_\_\_\_\_  
Applicant

Dated: \_\_\_\_\_

**Town of Concord**  
**Code Enforcement/Building Inspector**

86 Franklin Street  
P.O. Box 368  
Springville, NY 14141  
(716) 592-4946 x 314  
Cell (716) 353-3406  
Email:concordcode@gmail.com

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

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

(please print)

Location: \_\_\_\_\_

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

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

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

ALL FEES ARE NON-REFUNDABLE

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

Received: \_\_\_\_\_ By: \_\_\_\_\_

To the best of my knowledge, the foregoing application and plans conform to the codes and policies of the Town of Concord.

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

\_\_\_\_\_  
Date

**Town of Concord**  
**Building Permit Application**  
**ALL FEES ARE NON-REFUNDABLE**

SBL# (attach copy of tax bill): \_\_\_\_\_

Zone: \_\_\_\_\_

Applicant is: ☐ Property Owner ☐ Contractor ☐ Other \_\_\_\_\_

Same: \_\_\_\_\_

Address: (If Different than Above)

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

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

**Application is hereby made for permission to:**

<input type="checkbox"/> Build	<input type="checkbox"/> Alter	<input type="checkbox"/> Repair	<input type="checkbox"/> Move
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**To be used as:**

<input type="checkbox"/> Single Dwelling	<input type="checkbox"/> Pole Barn	<input type="checkbox"/> Deck	<input type="checkbox"/> Generator
<input type="checkbox"/> Double Dwelling	<input type="checkbox"/> Barn	<input type="checkbox"/> Patio	<input type="checkbox"/> Windows
<input type="checkbox"/> Apartment	<input type="checkbox"/> Garage	<input type="checkbox"/> Porch	<input type="checkbox"/> Other
<input type="checkbox"/> Alteration	<input type="checkbox"/> Car Port	<input type="checkbox"/> Gazebo	<input type="checkbox"/>
<input type="checkbox"/> Addition	<input type="checkbox"/> Shed	<input type="checkbox"/> Swimming Pool--	<input type="checkbox"/> <b>IN GROUND</b>
<input type="checkbox"/> Major Renovation	<input type="checkbox"/> Greenhouse	<input type="checkbox"/> Swimming Pool--	<input type="checkbox"/> <b>ABOVE GRND</b>

\*A permit for a swimming pool covers the pool only. If a deck is to be installed, a separate permit will be required for the deck.

**\*\*BUILDING TO BE USED FOR:** \_\_\_\_\_

- ☐ Building
- ☐ Addition

Size: \_\_\_\_\_ feet long: \_\_\_\_\_ feet wide: \_\_\_\_\_ feet high: \_\_\_\_\_

☐ North ☐ South ☐ East ☐ West side of Street: \_\_\_\_\_

Highway: ☐ Town \_\_\_\_\_ ☐ County \_\_\_\_\_ ☐ State \_\_\_\_\_

House Number: \_\_\_\_\_ Zoning: \_\_\_\_\_

Lot Dimensions: \_\_\_\_\_ Square Footage: \_\_\_\_\_

Feet from Lot Lines: Front: \_\_\_\_\_ Side \_\_\_\_\_ Rear \_\_\_\_\_ Corner Lot \_\_\_\_\_

The estimated value of project exclusive of land is: \$ \_\_\_\_\_

State type and use of other buildings on the same lot: \_\_\_\_\_

*\*Deed Restrictions: The Town of Concord is not responsible to enforce deed restrictions. Refer to your deed for any restrictions.*

Name of Building Contractor: \_\_\_\_\_ Phone No. \_\_\_\_\_  
Address: \_\_\_\_\_

Workers Compensation Ins.: \_\_\_\_\_ NYS Disability Ins.: \_\_\_\_\_

Plumbing Contractor: \_\_\_\_\_ Phone No. \_\_\_\_\_  
Address: \_\_\_\_\_

Type of Sewage:

Public Sewer Permit No. \_\_\_\_\_

Private Septic System, Letter of Approval \_\_\_\_\_

Project Information: ☐ one story ☐ two story ☐ attached garage, capacity (cars) \_\_\_\_\_

Third-party Electrical Inspector \_\_\_\_\_

Generator Completion Date: \_\_\_\_\_

No person shall make any change in plans herewith submitted for specifications herein contained, or in the structural part of the building without written consent of the Building Inspector. Plans must be submitted with this Application and must comply with State Building Construction Code.

I have reviewed the foregoing Application and building plans and the premises as described to the extent that the items indicated herein conform to Building Code, Sanitary Code and safety requirements and the Codes of the Town of Concord.

\_\_\_\_\_  
Town of Concord Code Enforcement Officer