

*Supervisor*  
Richard S. Ardillo

*Town Clerk / Registrar*  
Julie Goodway

*Highway Superintendent*  
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# TOWN OF VILLENova

1094 BUTCHER RD.  
SOUTH DAYTON, NEW YORK 14138  
Phone (716) 988-3476 Fax (716) 988-3826

## Code Enforcement Office

David H. Crossley  
Cell (716) 640-3093  
E-Mail [D.H.Crossley@gmail.com](mailto:D.H.Crossley@gmail.com)

*Councilmen*  
Keith L. Butcher  
Sarah L. Manto  
Westley G. Tessey  
Angelo P. Graziano

*Assessor*  
Roger K. Newell

*Justice*  
Ronald G. Lucas

## Re-Roofing Permit Application Process

### List of required documents to be submitted for building permit application approval

All applicable documents listed below must be fully completed and submitted to this office prior to the issuance of a re-roofing permit. Failure to submit any of the required documents or submittal of any incomplete documents, will result in a delay of the building permit being issued

- 1) Re-Roofing Application - A FULLY COMPLETED RE-ROOFING PERMIT APPLICATION including date, full name and address, phone #, fax #, e-mail of applicant, property owner, and contractor. Building site address, section block and lot number, scope proposed work and signature of the property owner. (land contract owner signature shall not be approved)
- 2) Site Plan - A site plan of ALL buildings on the lot including length, width and setback measurements from lot lines must be submitted prior to the approval of a building permit.
- 3) Workers Compensation Document – ALL PERMITS REQUIRE ONE OF THE FOLLOWING FIVE NYSWCB DOCUMENTS BE SUBMITTED PRIOR TO THE APPROVAL OF A BUILDING PERMIT  
(All NYSWCB forms are submitted under penalty of perjury, a felony, carrying penalty up to four years in prison)
  - a) BP-1 Form..... If ALL work is being done by homeowner – no contractors working on project (40 hour rule) Form can be printed at [www.wcb.state.ny.us](http://www.wcb.state.ny.us)
  - b) CE-200 Form.....Exemption for sole proprietor contractor that is not required to carry workers comp Not a waiver of workers compensation (does not apply to subcontractors) Form can be completed at [www.wcb.state.ny.us](http://www.wcb.state.ny.us) or call 866-546-9322
  - c) C-105.2 Form.....For contractors covered by private N.Y.S. licensed insurance carriers (SI-12 Self Insur)
  - d) U-26.3 Form..... For businesses insured by the N.Y.S. insurance fund
  - e) DB-120.1 Form...For Businesses with Certificate of Disability Benefits (DB-155 Self Insurance)
- 4) A Certificate of Compliance can be obtained at the building inspectors office after final inspection and any or all remedies have been completed.



## REQUIRED SITE PLAN DRAWING

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- 1) Draw the lot size (record the total acreage and distance in feet of all sides of property)
- 2) Draw the location of any existing buildings on property and any buildings on adjoining property within 10 feet of property lines. (record all building sizes and distances)
- 3) Draw the location of the proposed work in relation to attached or surrounding buildings (record all distances)
- 4) Measure and record distance of front yard setback, side yard setback, rear yard setback of proposed building
- 5) All applications for commercial buildings must attach additional information detailing drainage, landscape plans, off-street parking, etc.

DRAW SITE PLAN HERE OR ATTACH DRAWING TO APPLICATION  
(Drawn to Scale)

## Signature of Property Owner

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Application is hereby made to the Town of Villenova for the issuance of a Re-Roofing Permit. The undersigned has submitted a completed application, specifications, a site plan drawing, and worker compensation documents, which are hereto attached, incorporated into and made a part of this application. In consideration of the granting of the permit hereby petitioned for, the undersigned hereby agrees that if such permit is granted, he/she will comply with the terms pursuant to the Town of Villenova Zoning Code, the New York State Fire Prevention and Building Codes and Standards for construction of new fencing. He/she will preserve the established building line; and have full notification to the Code Enforcement Officer upon start of construction, allow for periodic inspections, The undersigned hereby certifies that all of the information in this petition is correct and true.

Signature of Property Owner \_\_\_\_\_ Date \_\_\_\_\_

1. The Re-Roofing permit placard MUST be displayed in a conspicuous location on the building site until re-roofing is complete and a Certificate of Compliance is issued.
2. Final Inspection when all required work is completed .
3. CALL DIG SAFELY NEW YORK TWO FULL WORKING DAYS BEFORE YOU DIG  
CALL 811 or 1-800-962-7962
4. The work covered by this application shall not be started prior to the issuance of the building permit.
5. If you have any questions at any time or to schedule an inspection, you may call the Code Enforcement Officer, David H. Crossley at 640-3093