

**Supervisor**  
Richard S. Ardillo

**Town Clerk / Registrar**  
Julie Goodway

**Highway Superintendent**  
Charles O. Luce

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Donald H. Michalak

# TOWN OF VILLENNOVA

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

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

**Assessor**  
Roger K. Newell

**Justice**  
Ronald G. Lucas

## Shed Permit Application Process

### List of required documents to be submitted for Agricultural/Shed permit application approval

All applicable documents listed below must be fully completed and submitted to this office prior to the issuance of a building 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) Building Application - A FULLY COMPLETED SHED 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) Drawings - A drawing of ALL proposed work must be submitted prior to the approval of a building permit.
- 3) 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.

# TOWN OF VILLENNOVA SHED PERMIT APPLICATION FORM

Building Inspector Phone (716) 640 - 3093

Property Street Address: \_\_\_\_\_

Tax Parcel Number Section # \_\_\_\_\_ Block # \_\_\_\_\_ Lot # \_\_\_\_\_

Property Owner: \_\_\_\_\_  
Name Address

Phone # E-mail Fax #

Applicant: (other than owner) \_\_\_\_\_  
Name Address

Phone # E-mail Fax #

Scope of Proposed Work \_\_\_\_\_

Total Square Footage \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_ Height/Stories \_\_\_\_\_

Total Estimated Cost (Value Including Labor and Material) \$ \_\_\_\_\_

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

## 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.

(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 Building Permit. The undersigned has submitted a completed application, plans, specifications, a site plan drawing, worker compensation documents, and a septic approval letter, 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 buildings, additions, alterations, change of occupancy, removal or demolition, the Sanitary Code of the Chautauqua County Health Department, Dig Safely New York and regulations of the New York State Department of Transportation. 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, and that he/she will not use or permit to be used, the structure covered by this permit, until all inspections have been performed, building is completely finished, and a Certificate of Occupancy / Compliance has been issued. The undersigned hereby certifies that all of the information in this petition is correct and true.

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

1. The building permit placard MUST be displayed in a conspicuous location on the building
2. Any deviation from the original approved plans shall require submittal of new drawings showing all proposed changes and approval by the Code Enforcement Official.
5. CALL DIG SAFELY NEW YORK TWO FULL WORKING DAYS BEFORE YOU DIG  
CALL 811 or 1-800-962-7962
7. The work covered by this application shall not be started prior to the issuance of the building permit.
8. 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.