

Village of Youngstown

VILLAGE CENTER • 240 LOCKPORT STREET
P. O. BOX 168
YOUNGSTOWN, NEW YORK 14174-0168



INCORPORATED:
APRIL 18, 1854

TELEPHONE:
(716) 745-7721
FAX:
(716) 745-3400

Guidelines for Building Permit Applicants

All applicants must complete and file a building permit at the Village Clerk's office.

Below are the items needed in order to fill out the building permit.

Please note that an application will be rejected if not fully completed.

To avoid confusion and misunderstanding, the policy of the Building Inspector of the Village of Youngstown according to Village Laws and Ordinances is and will be as follows:

1. The duty of the Building Inspector is to investigate applications and examine plans and specifications and issue permits. At the time of his inspection of the application or site, the applicant will be informed as to whether or not the proposal is acceptable or if a variance is needed.
2. The Building Inspector will assist and advise as much as possible, but cannot and will not design projects, additions, etc.
3. No excavation, removal or demolition, alteration or construction shall be commenced until all necessary information and documents have been submitted in written form, in a timely fashion, to the Building Inspector. Once the permit is approved a copy of the approved permit and placard is issued and must be displayed in an area on the site that is visible from the street.
4. The Building Inspector shall also make the necessary inspections to see that the construction complies with NYS Codes, Rules and Regulations and the Village of Youngstown Laws and Ordinances.

Any questions during this process may be directed to the Building Inspector directly.

Pools, fences, sheds, decks and other accessory structures:

- Applicant contact information (including contact name, address and phone number).
- Construction cost
- Project dimensions
- Contractor contact information (including contact name, business name, business address and phone number)
- Project description
- Copy of contractor certificate of insurance indemnifying the Village (can be faxed to the Village Office at (716) 745-3400 or mailed to PO Box 168, Youngstown)
- Copy of plat or survey showing location of proposed project.



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Roofing, siding, windows (requiring structural changes):

- Applicant contact information (including contact name, address and phone number).
- Construction cost
- Project dimensions
- Contractor contract information (including contact name, business name, business address and phone number).
- Project description
- Copy of contractor certificate of insurance indemnifying the Village (can be faxed to the Village Office at (716) 745-3400 or mailed to PO Box 168, Youngstown). The building permit will NOT be approved without the insurance certificate issued to the Village of Youngstown.

New Construction:

- Applicant contact information (including contact name, address and phone number).
- Construction cost
- Project dimensions
- Contractor contract information (including contact name, business name, business address and phone number).
- Project description
- Copy of contractor certificate of insurance indemnifying the Village (can be faxed to the Village Office at (716) 745-3400 or mailed to PO Box 168, Youngstown). The building permit will NOT be approved without the insurance certificate issued to the Village of Youngstown.
- (3) stamped construction plans/survey
- Copy of plat or survey showing location of proposed project including set-backs

Inspections required during construction by the Building Inspector and/or certified inspector:

1. Footers before placement
2. Foundation before backfill
3. Rough-in
4. Interior Plumbing (completed by the Building Inspector)

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5. Exterior Plumbing (completed by the Department of Public Works) including sewer, water and storm drains
6. Electrical
7. Insulation
8. Final inspection for occupancy

Before an Occupancy Permit is issued, the following is required:

1. Approved hook-up to the Village sewer line
2. Final electrical inspection by the underwriters
3. Drainage plan approval

Any alteration to plans are subject to approval before implementation.
Applicants for multi-family and commercial/industrial projects will have to meet additional requirements and may have to follow different procedures.

John A. Stevens, Jr.
Code Enforcement Officer
Village of Youngstown
(716) 553-2427

***** Remember *** Call before you dig! Dig Safely 1-800-962-7962 *****