

TOWN OF BRANT

BUILDING PERMIT PROCEDURES

Building Permit

§69-8 Permit Requirements

No permit shall be required for:

1. Necessary repairs which do not materially affect structural features. If you are remodeling the building, and changes are contemplated to a load bearing wall, a building permit is required. If the remodeling includes electrifying a new wall, a permit is required.
2. A permit is not required for a porch that does not extend more than eight (8) feet from the building. §161-21.
3. A building permit is not required for a fence or retaining wall. No solid wall or solid fence 3 ½ feet high may be constructed in a front yard within 50 feet of the junction of an intersecting street line with the front lot line of the lot in question. No fence, hedge or any other obstruction shall be located or constructed in such a manner as to shut off light and air from any building or which may create danger to traffic on a street or road by obstructing the view. §161-23
4. A permit is not required for any storage building (shed) that does not exceed 144 sq. ft. and is not electrified. §69-8 B (2)(a)(3)

What you will need:

1. The SBL Number. This can be found on your property tax bill or by calling the Assessor's office.
2. A detailed site plan which shows all existing buildings on the property and the location of the proposed construction. The site plan must include building dimensions as well as the distance from the property line. If the new construction does not meet the required setbacks (see appendix A), consider relocating the new construction, or filing an application for a zoning variance.
3. A detailed construction plan.
4. A cost estimate for the proposed construction. If construction cost will exceed \$20,000, a certified (stamped) architectural or engineering drawing is required. §69-8 B(2)(a)

Procedure

Take the completed Permit and required supporting documents to the Town Clerk, pay the appropriate fee (exhibit B) and receive a receipt. Be sure to retain a copy of all documents for your future use.

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The Town Clerk will forward the packet to the Code Enforcement Officer (CEO). After review, you will be contacted by the CEO for additional information or to receive the approved building permit. If your permit is denied, you will be advised as to why it has been denied. Based on the reason for denial, you may consider appropriate action, such as applying for a zoning variance.

CONTACT INFORMATION

Town Clerk's Office
Phone – 716-549-0282 opt. #2

Code Enforcement Officers
Jeneen Hill
Tyler Hill