



# Town of Lancaster

BUILDING DEPARTMENT  
21 CENTRAL AVENUE  
LANCASTER, NEW YORK 14086  
716-684-4171  
FAX 685-5317

## **THE FOLLOWING ITEMS MUST BE SUBMITTED WHEN APPLYING FOR NEW 1 OR 2 FAMILY DWELLING PERMIT:**

1. Two sets of Construction Drawings, Code Review Checklist, Energy Code Compliance Path and Checklist prepared by a Registered NYS Architect.
2. Soil test certification.
3. Original survey stamped and signed by a Licensed Surveyor.
4. Plot plan showing building location (with front, rear and side yard dimensions), proposed utility locations, and proposed driveway and sidewalk locations.
5. Grading plan:  
If located outside of a subdivision, the grading plan must be prepared by a Registered NYS Engineer and approved by the Town Engineer.  
If located within a subdivision, follow the approved subdivision grading plan.
6. Sewer tap permit, obtained from Erie County Sewer District#4, 3789 Walden Avenue, Lancaster, New York 14086 (716)684-1234.
7. If property is not serviced by a public sewer you must obtain an onsite Waste Disposal System approval from Erie County Health Department, 503 Kensington Avenue, Buffalo, New York 14214 (716)961-6800
8. Letter of intent from a disposal company that a dumpster will be placed on the building site at point of framing OR a cleaning service approved by the Town of Lancaster Building Department. If serviced by a cleaning service, all debris must be kept in the garage until the cleaning service makes a pick-up.
9. Insurance Certificates for Liability, Disability and Workers Compensation listing the Town of Lancaster as Certificate Holder.
10. Driveway Permit must be obtained if the property is located on a County or State road.  
For a County Road, contact Erie County Department of Public Works, Division of Highways, 95 Franklin Street, Rm. 1400, Buffalo, New York 14202 (716)858-8300. For a State Road, contact New York State Department of Transportation (716)847-3291.

**PRIOR TO A CERTIFICATE OF OCCUPANCY BEING ISSUED, IRON STAKES MUST BE DRIVEN INTO THE FOUR CORNERS OF THE PROPERTY, MAKING IT POSSIBLE TO LOCATE FRONT, BACK AND SIDE PROPERTY LINES. THESE STAKES SHALL BE NO LESS THAN 18 INCHES IN LENGTH, ONE HALF INCH IN DIAMETER AND THE TOP PORTION OF THE STAKE MUST BE FLOURESCENT ORANGE. THESE STAKES MUST BE DRIVEN INTO THE GROUND TO BE EASILY IDENTIFIED AT FINISHED GRADE, DEEP ENOUGH TO PREVENT TRIPPING OR CREATING ANY HAZARD.**