



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 A BUILDING PERMIT:

1. Two sets of Construction Drawings, Code Review Checklist, Energy Code Compliance Path, and Checklist prepared by a Registered NYS Architect.
2. Original survey stamped and signed by a Licensed Surveyor, if applicable.
3. Plot plan showing building location (with front, rear, and side yard dimensions) proposed utility locations, and proposed driveway and sidewalk locations, if applicable.
4. 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.
5. Insurance Certificates for Liability, Disability and Workers Compensation listing the Town of Lancaster as Certificate Holder.
6. Contract Authorization with Project value.