

## **APPLICATION CHECK LIST FOR ONE AND TWO FAMILY DWELLINGS**

- Proof of ownership - If there has been a recent closing, a copy of the Deed Indenture and receipt from County Clerk's Office is required.
- **TWO SETS** of plans sealed and signed by NYS licensed Architect or Engineer including:
  - Floors (including basement), elevations, and sections
  - Materials to be incorporated
  - Structural, mechanical, and electrical drawings including CO/smoke detectors as required
  - The following Energy Code requirements listed on drawings:
    - Insulation materials and their *R*-values
    - Fenestration *U*-factor and solar heat gain coefficient (SHGC)
    - Area-weighted *U*-factor and SHGC calculations
    - Mechanical system design criteria
    - Mechanical and service water heating system and equipment types, sizes, and efficiencies
    - Equipment and system controls
    - Duct sealing, duct and pipe insulation and location
    - Air sealing details
    - Building Thermal Envelope depicted
    - Written statement from Architect/Engineer regarding compliance with Energy Code
- Plan review check list showing details - stamped and signed by Architect/Engineer
- Energy Audit/Statement AKA RES check - stamped and signed by Architect/Engineer
- Plot Plan/survey showing proposed location of dwelling with all setbacks
- Drainage plan (can be on the plot plan/survey) –to daylight and not impact adjacent properties
- Soil bearing verification
- Truss/Pre-Engineered Wood/Timber Construction disclosure, if applicable
- Board of Health approval for septic system
- Paid sewer receipt from Erie County Sewer Authority or Village DPW
- Paid water receipt from Village Clerk or Erie County Water Authority
- Signed permit application - Affidavit if application not signed by property owner
- Name and address of General Contractor
- Contractor's General Liability, WC, and Disability insurance certificates (TOA/Village of EA as certificate holder)
- SWPPP/Notice of Intent/Erosion & Sediment control plan (needed if disturbing more than 1 acre)
- **SOLID FUEL BURNING APPLIANCE** - separate permit required prior to installation (ie. woodstove, pellet stove, wood burning insert, etc)