

Property located at: _____

City of Olean Building Permit Application Checklist
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The following items must be submitted in order to obtain a Building Permit for any new, additions to or alterations of existing commercial construction (If there are unusual circumstances additional information may be required.):

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|---|-----|----|-----|
| 1. A completed "Building Permit Application" form. | Yes | No | N/A |
| 2. Letter from designer, developer, general contractor outlining the scope of work | Yes | No | N/A |
| 3. If the project is for a new site or involves or modifying an existing site 3 copies of an approved site plan bearing approval stamp of the City of Olean Planning Department are required. Check with the Building Department to determine if the stamped approved site plan were received from the Planning Board, if so do not submit additional copies. | Yes | No | N/A |
| 4. 3 completed sets of detailed working drawings to an appropriate scale complying with the New York State Education Law provisions governing seal and signatures of licensed engineers and architects.
Depending on the nature of the work to be performed, submit the following: | | | |

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| <input type="checkbox"/> Foundation Plan. | <input type="checkbox"/> Floor plan-indicate use of all rooms |
| <input type="checkbox"/> Building elevations. | <input type="checkbox"/> Wall sections- show structural components |
| <input type="checkbox"/> Details & cross sections where applicable. | <input type="checkbox"/> Floor/ roof framing-structural calculations required |
| <input type="checkbox"/> Electrical- Show all code required information. | <input type="checkbox"/> Mechanical- Show all code required information |
| <input type="checkbox"/> Life Safety Exit Plan | <input type="checkbox"/> indicate Structural Design Criteria & provide calculations. |

Fire Protection Information:

- | | | | |
|---|-----|----|-----|
| For new Sprinklered Building-Sprinkler drawings and Hydraulic Calculations. | Yes | No | N/A |
| Existing Sprinklered Building-A letter from sprinkler contractor detailing scope of work. | Yes | No | N/A |
| Fire Alarm drawings, cut sheets and battery calculations. | Yes | No | N/A |
| Kitchen Hood and Hood Suppression Drawings by certified suppression installer. | Yes | No | N/A |
| 5. Code compliance analysis from designated NYS Licensed engineer or architect. | Yes | No | N/A |
| 6. Energy code analysis or Com check- lighting, mechanical & envelope | Yes | No | N/A |
| 7. A statement of special inspections prepared by the registered design professional in responsible charge in accordance with SECTION 1704 of the 2025 International Building Code. | Yes | No | N/A |
| (Note: No final inspections will be performed or Certificate of Occupancy/Compliance issued until a final report of special inspections is received from the special inspector.) | | | |
| 8. A statement of the use and occupancy, hours of operation and number of employees. | Yes | No | N/A |
| 9. Provide project manuals and spec books. 1 hard copy and 1 digital. | Yes | No | N/A |

All plumbing performed within the City of Olean must have a plumbing permit and must be inspected, regardless of who performs the work. Plumbers working in the City of Olean. Electrical Contractors must be licensed by the City of Olean.

All plans for a new or major change in commercial and/or industrial buildings, structures or uses or mechanical equipment must contain a certificate by the NYS licensed engineer or architect that the mechanical plans meet all provisions of the currently applicable International Codes.

All plans for the buildings, structures, alterations or equipment subject to the 2025 International Energy Conservation Construction Code (IECC) must be certified by a licensed professional that the plans were prepared by him and are in compliance with the 2025 IECC.

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Designation of a NYS licensed professional Engineer or Architect to oversee construction and provide certain certifications to the Commissioner of Building prior to the issuance of a certificate of occupancy on complex or specialized buildings, structures or equipment installations.

The property owner or their agent has been advised that it is their responsibility for compliance with the NYS Labor Department Industrial code Rule 56-ASBESTOS

Any additional information or documents required by the Commissioner of Building as a result of new codes, ordinances, laws, rules or regulations, variance granted, site plan approvals, rezoning or conditions peculiar to the given parcel or lot.

To comply with State Archives & Records (SARA) requirements for long term records retention all submitted documents must be of a clarity appropriate for microfilming and/or scanning.

Applicant or agent acknowledgement: _____

Date: _____