

**BUILDING INSPECTOR'S OFFICE**  
S 4295 South Buffalo Street  
Orchard Park, New York 14127-2609



Phone: 716-662-6430  
Fax: 716-662-6419  
www.orchardparkny.org

## Operating Permit Application

### **Part I: Applicant/ Building Information**

Applicant's Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Location of Activity: \_\_\_\_\_ SBL: \_\_\_\_\_

Duration of Activity: \_\_\_\_\_

Current Occupancy Class: \_\_\_\_\_

Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

### **Part II: Type of Operating Permit**

An Operating Permit is required to conduct any activity or to use any class of building listed below. **Please indicate the type(s) of Operating Permit(s) requested by checking each applicable box.** (If you require assistance, or would like more information, contact the Town of Orchard Park Building Department at 662-6430.)

**Tents** with sides, exceeding 400sf.       **Tents** with no sides, exceeding 700sf.  
Quantity/Sizes \_\_\_\_\_ Site Plan \_\_\_\_\_

**Propane** tank – awaiting use, resale or exchange stored outside of buildings.  
Quantity/Sizes \_\_\_\_\_ Site Plan \_\_\_\_\_ Distance from an opening \_\_\_\_\_

**Carbon Dioxide** (CO<sub>2</sub>) Systems used in beverage dispensing, exceeding 100lbs of CO<sub>2</sub>.

**Pyrotechnic devices** displays    Site Plan \_\_\_\_\_    NYS license \_\_\_\_\_    Quantities/Type \_\_\_\_\_

**Food Truck** (mobile food preparation vehicle) Propane Alarm \_\_\_\_\_    Suppression System \_\_\_\_\_  
K Extinguisher \_\_\_\_\_    ABC Extinguisher \_\_\_\_\_    Plate Number \_\_\_\_\_

Operating

**Other Operating Permit Uses**

- Use of a building containing one or more areas of public assembly with an occupant load of 100 persons or more \_\_\_\_\_
- Manufacturing, storing or handling hazardous materials in quantities exceeding those listed in the uniform code. \_\_\_\_\_
- Conducting a hazardous process or activity (commercial operation which produces combustible dust as a byproduct, fruit and crop ripening, and waste handling. \_\_\_\_\_
- Use of pyrotechnic devices in assembly occupancies. \_\_\_\_\_
- Use of a building whose use or occupancy classification has been determined by the Town of Orchard Park as posing a substantial potential hazard to public safety.

**Part III: Premises/ Building Information****Operating Permit Application Form**

Public display Requires Board Approval/ limited for:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

To the best of my knowledge, the foregoing petition and plans conform to the ordinances of the Town of Orchard Park. The Building Inspector(s) are permitted to enter the premises listed herein in any reasonable time to perform all required inspections of the permitted work.

**Property Owner:** \_\_\_\_\_

Print and Sign

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

 Letter of Authorization Submitted

Official Use Only:

Town Clerk Stamp

Items supplied:  Survey or Drawing  Specs  Disability \_\_\_\_\_  Workers Compensation \_\_\_\_\_  
 Insurance Wavier \_\_\_\_\_  Liability \_\_\_\_\_  prescribed period \_\_\_\_\_  until revoked \_\_\_\_\_

Building Inspector: \_\_\_\_\_ Inspection Date \_\_\_\_\_ Issued: \_\_\_\_\_

Permit #: \_\_\_\_\_ Permit Fee \_\_\_\_\_ + Additional Fee \_\_\_\_\_ = \_\_\_\_\_



# 2023 TOWN OF ORCHARD PARK MOBILE FOOD VENDING PERMIT **EXCLUDING STADIUM EVENTS**

NAME OF ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PHONE: (CELL) \_\_\_\_\_ (HOME/WORK) \_\_\_\_\_

Description of Motor Vehicle: Year \_\_\_\_\_ Make/Model \_\_\_\_\_

VIN #: \_\_\_\_\_ Plate #: \_\_\_\_\_

LOCATION OF EVENT \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_

START AND END TIME OF EVENT: \_\_\_\_\_

**LIST ADDITIONAL EVENTS ON REVERSE SIDE OF PAGE**

### **NONREFUNDABLE FEES:**

PERMIT APPLICATION \$100.00:                      Date Paid \_\_\_\_\_ Payment Type \_\_\_\_\_ Clerk Initials \_\_\_\_\_

INSPECTION/OPERATING PERMIT \$75.00:    Date Paid \_\_\_\_\_ Payment Type \_\_\_\_\_ Clerk Initials \_\_\_\_\_

Date of Town Board Meeting \_\_\_\_\_

CERTIFICATE OF LIABILITY INSURANCE

I, THE UNDERSIGNED, HEREBY MAKE APPLICATION FOR THE ABOVE DESCRIBED SPECIAL EVENT, AND AGREE TO BE BOUND BY THE TERMS HEREIN STATED.

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

### **OFFICE USE ONLY: ADDITIONAL SERVICES TO BE DETERMINED BY TOWN DEPARTMENTS**

DATE OF INSPECTION BY CODE ENFORCEMENT: \_\_\_\_\_

**TOWN BOARD**    Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_

**BUILDING**        Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_

**POLICE**          Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_

TO BE NOTIFIED:  EMERGENCY DISASTER COORDINATOR

APPLICANT NOTIFIED Date: \_\_\_\_\_

- ANY FURTHER SUBMISSIONS MUST BE SUBMITTED 2 WEEKS PRIOR TO EVENT FOR APPROVAL.
- NO MOBILE VENDING WILL OCCUR BEFORE 8:00AM OR AFTER 11:00PM.
- FINAL APPROVAL IS AT THE DISCRETION OF THE ORCHARD PARK TOWN BOARD.
- FAILURE TO COMPLY WITH THESE TERMS WILL RESULT IN A FINE OF UP TO \$250.

**Valid for the Fiscal Year, January 1<sup>st</sup> through December 31<sup>st</sup>**



**2023 TOWN OF ORCHARD PARK  
MOBILE FOOD VENDING PERMIT  
EXCLUDING STADIUM EVENTS**

*Town Clerk Seal*

LOCATION OF EVENT \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_

START AND END TIME OF EVENT: \_\_\_\_\_

LOCATION OF EVENT \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_

START AND END TIME OF EVENT: \_\_\_\_\_

LOCATION OF EVENT \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_

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DATE OF EVENT: \_\_\_\_\_

START AND END TIME OF EVENT: \_\_\_\_\_

LOCATION OF EVENT \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_

START AND END TIME OF EVENT: \_\_\_\_\_

LOCATION OF EVENT \_\_\_\_\_



**2023 TOWN OF ORCHARD PARK  
MOBILE FOOD VENDING PERMIT  
EXCLUDING STADIUM EVENTS**

DATE OF EVENT: \_\_\_\_\_

START AND END TIME OF EVENT: \_\_\_\_\_