



## **BUILDING PERMIT APPLICATION SUBMISSION REQUIREMENTS & GUIDELINES**

- All Contractors must submit proof of the following: Liability Insurance (ACORD 25 form), Worker's Comp (C105), and Disability (DB120). Certificates of Exemption waiving Worker's Comp & Disability (CE200) issued by NYS Workers Compensation Board are also accepted (<http://www.wcb.ny.gov/>).
  - All insurance documents shall list the Village of Fairport, 31 S. Main St, Fairport, NY 14450 as Certificate Holder.
  - General Liability Insurance limits shall cover \$1,000,000 per occurrence.
- 1. Residential New Construction, Additions and Interior Renovations, Electrical and Plumbing**
    - a. A completed Building Permit Application.
    - b. Two sets of construction drawings (stamped & signed when applicable).
      - i. One set remains with the Building Department, one set is to remain on project site.
    - c. RES-check & Heat Calculations by the Design Professional.
    - d. Instrument Survey Map.
      - i. Setbacks & lot coverage restrictions may require zoning relief.
    - e. If the structure is a Designated Landmark the project is subject to review/approval by the Historic Preservation Commission.
  - 2. Commercial New Construction and Additions, Electrical and Plumbing**
    - a. A completed Building Permit Application.
    - b. Two (2) complete sets of stamped construction drawings.
    - c. Applicable Chapter 14 of the NYS Fire Code & Chapter 33 of the NYS Building Code responses.
    - d. Three (3) sets stamped sprinkler plans.
    - e. COM-check & Heat Calculations by the Design Professional.
    - f. Instrument Survey Map.
      - i. Setbacks & lot coverage restrictions may require zoning relief.
    - g. If the structure is a Designated Landmark the project is subject to review/approval by the Historic Preservation Commission.
  - 3. Permits are required for accessory structures: above & inground pools, decks, cabanas, gazebos, arbors, demolition of a building, tank removals, generators, ponds, retaining walls, finished lower levels, egress windows & bilco doors, etc. Also for all signs.**

(The following information is not applicable to some of these items).

    - a. A completed Building Permit Application.
    - b. Two sets of construction drawings (stamped & signed when applicable).
    - c. Instrument Survey Map.
      - i. Setbacks & lot coverage restrictions may require zoning relief.
    - d. Interior renovations require a floor plan; finished lower levels require a floor plan with egress window and well details shown.
  - 4. A building permit is also required for gas logs/inserts, gas/wood-burning fireplaces, vent free fireplaces, chimney relines and outdoor wood-burning furnaces.**
    - a. A completed building permit.
    - b. Installation instructions are required.
  - 5. Fences**
    - a. A completed Building Permit Application.
    - b. Elevation drawing or Manufacturer brochure depicting style & dimensions.
    - c. Instrument Survey Map with proposed location illustrated with dimensions.
  - 6. At this time building permits for roofing, siding and replacement windows are not required.**



# Application for Building Permit

OFFICE USE	
PERMIT# _____	
ISSUED _____ / _____ /20	
Rec'd _____ / _____ /20	
Paid _____ / _____ /20	Int. _____

**Property Information:**

House # \_\_\_\_\_ Street \_\_\_\_\_

Tax Account # \_\_\_\_\_ Occupancy Classification \_\_\_\_\_ Zoning District \_\_\_\_\_

Lot Size \_\_\_\_\_ ft<sup>2</sup>, Max Allowed Lot Coverage \_\_\_\_\_ % / \_\_\_\_\_ ft<sup>2</sup>, Proposed coverage \_\_\_\_\_ ft<sup>2</sup>

Setbacks	REQUIRED	PROPOSED
Front	_____	_____
Side (right)	_____	_____
Side (left)	_____	_____
Rear	_____	_____

OFFICE USE	
Building Permit Fee/Acct Code \$	_____
Certificate of Occupancy Fee/Acct Code \$	_____
Demolition Fee/Acct Code \$	_____
Other/Acct Code \$	_____
<b>TOTAL PERMIT FEES \$</b>	_____

Flood Zone? Yes / No, Variance Date \_\_\_\_\_, Designated Historic? Yes / No, Certificate of Appropriateness Date \_\_\_\_\_

**Owner, Contractor & Design Professional Info**

**Owner** \_\_\_\_\_ Phone #'s \_\_\_\_\_

Email \_\_\_\_\_ Mailing Address \_\_\_\_\_

**Contractor** \_\_\_\_\_ Phone #'s \_\_\_\_\_ Email \_\_\_\_\_

**Arch/Engineer** \_\_\_\_\_ Phone #'s \_\_\_\_\_ Email \_\_\_\_\_

**Supplemental Documents Submitted (check appropriate boxes):**

- Construction Drawings ( \_\_\_ Elevations, \_\_\_ Plan View, \_\_\_ Sprinkler Plan, \_\_\_ # of copies)
- Instrument Survey
- Site Plan
- RES Check / COM Check
- Proof of Insurance ( \_\_\_ Liability, \_\_\_ Disability, \_\_\_ Workers Comp, \_\_\_ Exemption)
- Safeguards During Construction ( \_\_\_ Chapter 33 NYSBC, \_\_\_ Chapter 14 NYSFC)

**Project Description:** \_\_\_\_\_ **Estimated Cost \$** \_\_\_\_\_

**Dimensions of Construction:** \_\_\_\_\_ **Total ft<sup>2</sup>** \_\_\_\_\_

1<sup>st</sup> Floor \_\_\_\_\_ 2<sup>nd</sup> Floor \_\_\_\_\_ 3<sup>rd</sup> Floor \_\_\_\_\_

Basement \_\_\_\_\_ Porch \_\_\_\_\_ Deck \_\_\_\_\_

Garage \_\_\_\_\_ Shed \_\_\_\_\_ Sign \_\_\_\_\_

Owner/Agent Print & Signature \_\_\_\_\_ Date \_\_\_\_\_

Code Enforcement Officer \_\_\_\_\_ Date \_\_\_\_\_