



TOWN OF PITTSFORD

SUBMISSION REQUIREMENTS / GUIDELINES FOR A BUILDING PERMIT

APPLICATION ON NEXT PAGE

- All plans for new homes or commercial buildings or additions to homes or commercial buildings will be reviewed by the Architectural Review Board that meets the 2nd & 4th Monday of the month unless the Town offices are closed for a holiday.
 - All **Contractors** must submit proof of the following: Liability Insurance, Workers' Comp. and Disability Insurance, unless they sign and have notarized a waiver form not requiring Workers' Comp. and Disability.
 - Liability Insurance is **always** required. (The TOWN OF PITTSFORD is to be listed as Certificate Holder) \$1,000,000.
1. **New Homes:**
 - a. A completed building permit.
 - b. **Two (2)** complete sets of stamped construction drawings.
 - c. One set remains in the Building Department and one set is to remain on site.
 - d. Check setbacks a variance may be required.
 - e. Energy Conservation Construction Code (RES-check Comp. Cert.) from the Architect.
 - f. Heat Calculations
 - g. Plot / Instrument Survey
 2. **Commercial New Construction and Additions**
 - a. A completed building permit.
 - b. **Two (2)** complete sets of stamped construction drawings.
 - c. Included with the plans for submission should be copies of: Chapter 14 of the Fire Code & Property Maintenance Code of New York State; and Chapter 33 of the Building Code of New York State.
 - d. Interior renovations for commercial properties are not reviewed by Architectural Review Board only by the Building Inspector & Fire Marshal. **(2 copies)**
 - e. **Three (3)** sets stamped sprinkler plans.
 - f. See #1. d, e, f, & g above (if required).
 3. **Additions to Residential properties:**
 - a. A completed building permit.
 - b. **Two (2)** complete sets of stamped construction drawings upon submittal. One set remains in the Building Department & one is returned to applicant to remain on site.
 - c. Energy Conservation Construction Code (RES-check Comp. Cert.) from the Architect.
 - d. Pictures of existing home including elevations of where the addition(s) will be built.
 - e. Plot / Instrument Survey showing location of new addition(s).
 - f. Energy Conservation Letter from the Architect if the addition is living space.
 - g. Check setbacks a variance may be required.
 - h. If the house is designated as a Town of Pittsford Landmark then the Historic Preservation Commission reviews and grants approval and submittal to Architectural Review Board is not required.
 - i. Inventoried or properties next to a designated or inventoried property are subject to review by the Historic Preservation Commission & Architectural Review Board before approval is granted.
 4. **Accessory structures: above & inground pools, decks, gazebos, (arbors if required) demolition of a building, tank removals, generators, ponds, retaining walls & finished lower levels w/egress window.**
(The following information is not applicable to some of these items).
 - a. A completed building permit. (All of the above items.)
 - b. Plot / Instrument Survey showing the location. (If applicable).
 - c. For decks: a copy of the construction design with footings, framing and square footage indicated & a map of the property showing location.
 - d. Check setbacks a variance may be required.
 - e. Interior renovations and finished lower levels require a floor plan with an egress window that meets NYS Building Codes and must be shown on the plans.
 5. **A building permit is also required for gas logs/inserts, gas/wood-burning fireplaces, vent free fireplaces, chimney relinements, bilco doors & egress windows.**
 - a. A completed building permit.
 - b. Installation instructions if required.
 6. **Fences**
 - a. No permit is required at this time.
 - b. However, the Building Department recommends that the homeowner/contractor present the layout of proposed fence for review as to location on the property.
 - c. Check setbacks and height, a variance may be required regarding location and/or height.
 7. **At this time building permits for roofing, siding and replacement windows are not required.**



TOWN OF PITTSFORD

APPLICATION FOR BUILDING PERMIT

NOTE: All application information will be available for public review.

OFFICE USE	
PERMIT #	_____
ISSUED:	____ / ____ / 20____

SUBMISSION REQUIREMENTS:

- A. Where applicable, include a site plan that shows any existing and proposed buildings and structure on the site, the location of any existing or proposed well or septic system, the location of the intended work, and the distances between the buildings and structures and the lot lines.
- B. This application must be accompanied by **TWO** complete sets of plans with a wet seal showing proposed construction. Plans shall describe the nature of the work to be performed, the materials and equipment to be used and installed and details of structure, mechanical, electrical and plumbing installations, sewage disposal and water drainage system.
- C. Submitted: Heat Calculations Energy Conservation Letter Plot Map Flood Zone
- D. **Before issuance of a Building Permit** the CONTRACTOR and/or PLUMBER is **required** to submit proof of insurance with Town of Pittsford listed as Certificate Holder. Insurance Forms on File: Liability Workers' Comp. Disability N/A
- E. Setbacks: Front _____ Side _____ Rear _____
- F. Variance date approved: _____ (if applicable)
Tax No.: _____ Occupancy Classification: _____

The above information is to be completed by an agent for the Town of Pittsford

LOCATION OF PREMISES

House No.: _____ Street: _____

Tract: _____ Lot #: _____ Zoned: _____

Owner: _____ Telephone #: _____

Builder: _____ Telephone #: _____

Address: _____

ESTIMATED COST: \$ _____

ALTERATIONS and ADDITIONS DESCRIPTION:

OFFICE USE	Building Permit Fee \$	_____
	Cert. of Occup. Fee \$	_____
	Recreation Fund Fee \$	_____
	Demolition Fee \$	_____
	Other \$	_____
TOTAL PERMIT FEES \$		_____

ENTER DIMENSIONS OF NEW CONSTRUCTION (as per submitted plans)

Ground Floor Area	_____	Porch	_____
2 nd Floor Area	_____	Deck	_____
Lower Level	_____	Pool	_____
Bonus Room	_____	Arbor/Gazebo	_____
Garage	_____	Storage/garden shed	_____
TOTAL SQ. FT.			<input style="width: 150px; height: 20px;" type="text"/>

Check off or Fill-in information

Gas logs/insert or wood stove

Generator added to property

Signage _____

Demolition of _____

Other _____

- **NOTE:** Acceptance does not relieve the agent, applicant, architect, builder, engineer or owner from complying with any of the provisions of the N.Y.S. building codes, energy codes, SEQRA Act, local zoning, etc., whether stated, implied, or omitted in the plans and specifications submitted for the building permit.
- **NOTE:** By my signature below, I hereby authorize representatives from the Town of Pittsford, Department of Public Works, to enter the above-referenced property, during normal business hours, for the purpose of conducting inspections of the proposed construction activity, as required by applicable law, rules, regulation, ordinances and orders.

Signature of property owner

Dated

Signature of agent for property owner

Code Enforcement Officer