



# TOWN OF PITTSFORD

## SUBMISSION REQUIREMENTS / GUIDELINES FOR A BUILDING PERMIT

### APPLICATION ON NEXT PAGE

- All plans for new homes, additions and commercial buildings and new additions for commercial buildings will be reviewed by 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. & Disability Insurance, unless a Certificate of Attestation of Exemption from the NYS Workers' Compensation Board is submitted waving Workers' Comp. & Disability.
  - Liability Insurance is always required in the amount of \$1,000,000 (All insurance certificates are required to list The Town of Pittsford, 11 South Main Street, Pittsford, NY 14534 as Certificate Holder)
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 / Tape Map
  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 responses to: 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 is required if the addition is living space.
    - d. Pictures of existing home including elevations of where the addition(s) will be built.
    - e. Plot / Tape Map showing location of new addition(s).
    - f. Check setbacks; a variance may be required.
    - g. If the house is designated as a Town of Pittsford Landmark then the Historic Preservation Commission has a Public Hearing for a Certificate of Appropriateness before granting approval and submittal to Architectural Review Board is not required.
    - h. Inventoried properties, or properties adjacent to an inventoried or historically designated property, are subject to review by the Historic Preservation Commission and Architectural Review Board before approval is granted.
  4. **Permits are required for accessory structures: above & inground pools, decks, gazebos, arbors, demolition of a building, tank removals, generators, ponds, retaining walls, finished lower levels, egress windows, bilco doors, etc.**  
*(The following information is not applicable to some of these items).*
    - a. A completed building permit.
    - b. Plot / Tape map showing the location. (If applicable).
    - c. **Decks** require a copy of the construction design with footings, framing and square footage indicated.  
Also a map of the property showing location of the deck.
    - 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 and chimney relines.**
    - a. A completed building permit.
    - b. Installation instructions are 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.**

<b>OFFICE USE</b>
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:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

**ENTER DIMENSIONS OF NEW CONSTRUCTION (as per submitted plans)**

Ground Floor Area _____	Porch _____
2 <sup>nd</sup> Floor Area _____	Deck _____
Lower Level _____	Pool _____
Bonus Room _____	Arbor/Gazebo _____
Garage _____	Storage/garden shed _____

**TOTAL SQ. FT.**

**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