

TOWN OF PITTSFORD

SUBMISSION REQUIREMENTS / GUIDELINES FOR A BUILDING PERMIT

(Application on page 3)

- All plans for new homes, additions and commercial buildings and new additions for commercial buildings will be reviewed by Design Review & Historic Preservation Board, which meets the 2nd & 4th Thursdays of the month at 6:00 pm, in the lower level meeting room of the Town Hall, 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 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, Renovations and Additions:

- a. A completed building permit.
- b. **Two (2)** complete sets of stamped construction drawings.
- c. Renovations and additions shall Include with plans with responses to: Chapter 33 (Fire Safety during construction and demolition) of the Fire Code; and Chapter 33 (Safeguards during construction) of the Building Code.
- d. Interior renovations for commercial properties are not reviewed by Design Review & Historic Preservation Board only by the Code Enforcement Officers and the 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 Design Review & Historic Preservation Board has a Public Hearing for a Certificate of Appropriateness before granting approval.
- h. Inventoried properties, or properties adjacent to an inventoried or historically designated property, are subject to review by the Design Review & Historic Preservation Board before approval is granted.
- i. Interior renovations to residential properties are not reviewed by the Design Review & Historic Preservation Board unless the renovations affect the exterior of the house.

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4. Permits are required for accessory structures: above & inground pools, decks, cabanas, gazebos, arbors, demolition of a building, tank removals, generators, EV chargers, 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 completed building permit.
- b. Plot / Tape map showing the location. (If applicable).
- c. **Decks** require a copy of the construction design with footings & footer depths, framing and square footage indicated.
 - Also, a map of the property showing the location of any accessory structures mentioned above.
- d. Check setbacks; a variance may be required.
- e. **Interior renovations** require a floor plan and **finished lower levels** also 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 relines and outdoor wood-burning furnaces.
 - a. A completed building permit.
 - b. Installation instructions are required.

6. Fences:

- 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 or a hold harmless agreement may be required regarding location and/or height.
- 7. At this time building permits for roofing, siding and replacement windows are not required.

Code Enforcement Officers: Bill Zink, Erik Smegelsky & Anthony Caruso (Fire Marshal) Phone: (248-6250)

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TOWN OF PITTSFORD

APPLICATION FOR BUILDING PERMIT

OFFICE USE					
Permit #					
Issued		/	/20		

NOTE: All application information will be available for public view Applicant: ☐ Property Owner Agent **Property Information:** Site Address: Property Owner: Contractor: Address: Address: **Project Information:** OFFICE USE ONLY Building Permit Fees \$ __ Permit Type: Residential Bldg. Commercial Cert of Occup Fee \$ _ Recreation Fund Fee \$ -Emergency Contact for the Project: Demolition Fee \$ -Occupacy Classification: Other \$ -TOTAL PERMIT FEES \$ — Estimated Cost of Project: Tax ID #: Project Description: **ENTER DIMENSIONS OF NEW CONSTRUCTION (as per submitted plans)** Check off or Fill-in information ☐ Gas logs/insert or wood stove Ground Floor Area _____ Porch ____ Generator added to property 2nd Floor Area _____ Deck ____ Lower Level _____ Pool ____ Signage ____ Demolition of Bonus Room _____ Arbor/Gazebo _____ Storage/garden shed Other Garage TOTAL SQ. FT. Acceptance does not relieve the agent, applicant, architect, builder, engineer or owner from complying with any of the provisions of NOTE: 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. By my signature below, I hereby authorize representatives from the Town of Pittsford, Department of Public Works, to enter the NOTE: 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.