

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 6:45 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. 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.

4. **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.
- 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.**

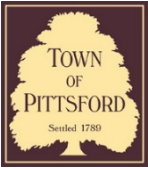
- a. A completed building permit.
- b. Installation instructions are required.

6. **Fences:**

- 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 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: Mark Lenzi, Allen Reitz & Kelly Cline (Fire Marshal) Phone: (248-6265)



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: _____

Address: _____

Phone: _____

Email: _____

Tenant: _____

Contractor: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Email: _____

Email: _____

Project Information:

Permit Type: Residential Bldg. Commercial

Emergency Contact for the Project: _____

Occupancy Classification: _____

Tax ID #: _____ **Estimated Cost of Project:** _____

Project Description: _____

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

ENTER DIMENSIONS OF NEW CONSTRUCTION (as per submitted plans)

Check off or Fill-in information

Ground Floor Area _____ Porch _____

Gas logs/insert or wood stove

2nd Floor Area _____ Deck _____

Generator added to property

Lower Level _____ Pool _____

Signage _____

Bonus Room _____ Arbor/Gazebo _____

Demolition of _____

Garage _____ Storage/garden shed _____

Other _____

TOTAL SQ. FT. _____

- **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 or Agent for Property Owner

Date