



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 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 waiving 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 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 & 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 review

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 _____

2nd Floor Area _____ Deck _____

Lower Level _____ Pool _____

Bonus Room _____ Arbor/Gazebo _____

Garage _____ Storage/garden shed _____

Check off or Fill-in information

Gas logs/insert or wood stove

Generator added to property

Signage _____

Demolition of _____

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

Dated

Signature of agent for property owner

Code Enforcement Officer