



## **BUILDING PERMIT APPLICATION SUBMISSION REQUIREMENTS & GUIDELINES**

- All Contractors must submit proof of the following: Liability Insurance (ACORD 25 form), Worker's Comp (C105), and Disability (DB120). Certificates of Exemption waiving Worker's Comp & Disability (CE200) issued by NYS Workers Compensation Board are also accepted (<http://www.wcb.ny.gov/>).
  - All insurance documents shall list the Village of Fairport, 31 S. Main St, Fairport, NY 14450 as Certificate Holder.
  - General Liability Insurance limits shall cover \$1,000,000 per occurrence.
- 1. Residential New Construction, Additions, and Interior Renovations, Electrical and Plumbing**
    - a. A completed Building Permit Application.
    - b. Two sets of construction drawings (stamped & signed when applicable).
      - i. One set remains with the Building Department, one set is to remain on project site.
    - c. RES-check & Heat Calculations by the Design Professional.
    - d. Instrument Survey Map.
      - i. Setbacks & lot coverage restrictions may require zoning relief.
    - e. If the structure is a Designated Landmark the project is subject to review/approval by the Historic Preservation Commission.
  - 2. Commercial New Construction, Additions, and Interior Renovations, Electrical and Plumbing**
    - a. A completed Building Permit Application.
    - b. Two (2) complete sets of stamped construction drawings.
    - c. Applicable Chapter 14 of the NYS Fire Code & Chapter 33 of the NYS Building Code responses.
    - d. Three (3) sets stamped sprinkler plans.
    - e. COM-check & Heat Calculations by the Design Professional.
    - f. Instrument Survey Map.
      - i. Setbacks & lot coverage restrictions may require zoning relief.
    - g. If the structure is a Designated Landmark the project is subject to review/approval by the Historic Preservation Commission.
  - 3. 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 Application.
    - b. Two sets of construction drawings (stamped & signed when applicable).
    - c. Instrument Survey Map.
      - i. Setbacks & lot coverage restrictions may require zoning relief.
    - d. Interior renovations require a floor plan; finished lower levels require a floor plan with egress window and well details shown.
  - 4. 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.
  - 5. Fences**
    - a. A completed Building Permit Application.
    - b. Elevation drawing or Manufacturer brochure depicting style & dimensions.
    - c. Instrument Survey Map with proposed location illustrated with dimensions.
  - 6. At this time building permits for roofing, siding and replacement windows are not required.**



# VILLAGE OF FAIRPORT BUILDING PERMIT

OFFICE USE ONLY	
Permit #	_____
Issued	_____
Rec'd	_____
Paid	_____ Int. _____

Applicant:  Property Owner  Agent

**Property Information:**

Project Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Address: \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Tenant: \_\_\_\_\_ Address: \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Contractor: \_\_\_\_\_ Address: \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

**Project Information:**

Permit Type:  Residential  Commercial

Tax ID # \_\_\_\_\_ Occupancy Classification: \_\_\_\_\_

Estimated Cost: \_\_\_\_\_

Project Description (Include Details): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

OFFICE USE ONLY	
Bldg. Permit Fee	\$ _____
C of O Fee	\$ _____
Demolition Fee	\$ _____
Other	\$ _____
<b>TOTAL</b>	<b>\$ _____</b>

**SELECT OR PROVIDE APPLICABLE INFORMATION FOR YOUR PROJECT (AS PER SUBMITTED PLANS)**

Ground Floor Sq. Ft.		Deck Sq. Ft.		<input type="checkbox"/> Gas Fireplace insert/logs or wood stove	<input type="checkbox"/> Temporary Tent/Structure
2nd Floor Sq. Ft.		Accessory Structure Sq. Ft. (Shed, Gazebo Etc.)		<input type="checkbox"/> Stand-by Generator	<input type="checkbox"/> Involves a change in use
Lower-Level Sq. Ft.		Detached Garage Sq. Ft.		<input type="checkbox"/> Permanent Signage	<input type="checkbox"/> Involves a change of occupancy/occupant
Porch Sq. Ft.		Pool Size & Type		<input type="checkbox"/> Temp. Signage/Banner	<input type="checkbox"/> Demolition
Attached Garage Sq. Ft.		<input type="checkbox"/> Fence		<input type="checkbox"/> Electric Service Upgrade	<input type="checkbox"/> Other

TOTAL SQ. FT. \_\_\_\_\_

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.

APPLICATION IS HEREBY MADE to the Building Department for the issuance of a Building Permit pursuant to the New York State Uniform Fire Prevention and Building Code (Title 19 NYCRR) for the construction of buildings, additions, or alterations, or for removal or demolition as herein described. The applicant agrees to comply with all applicable laws, ordinances, and regulations, including New York State Energy Code requirements, and Village of Fairport Zoning Ordinance

\_\_\_\_\_  
Signature of Property Owner or Agent for Property Owner

\_\_\_\_\_  
Date