



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.**



Application for Building Permit

OFFICE USE		
PERMIT#	_____	
ISSUED	___/___/20	_____
Rec'd	___/___/20	_____
Paid	___/20	Int. _____

Property Information:

House # _____ Street _____

Tax Account # _____ Occupancy Classification _____ Zoning District _____

Lot Size _____ ft², Max Allowed Lot Coverage _____ % / _____ ft², Proposed coverage _____ ft²

Setbacks	REQUIRED	PROPOSED
Front	_____	_____
Side (right)	_____	_____
Side (left)	_____	_____
Rear	_____	_____

OFFICE USE	
Building Permit Fee/Acct Code \$	_____
Certificate of Occupancy Fee/Acct Code \$	_____
Demolition Fee/Acct Code \$	_____ Other/Acct
Code \$	_____
TOTAL PERMIT FEES \$	_____

Flood Zone? Yes / No, Variance Date _____, Designated Historic? Yes / No, Certificate of Appropriateness Date _____

Owner, Contractor & Design Professional Info

Owner _____ Phone #'s _____

Email _____ Mailing Address _____

Contractor _____ Phone #'s _____ Email _____

Arch/Engineer _____ Phone #'s _____ Email _____

Supplemental Documents Submitted (check appropriate boxes): **ALL DOCUMENTS MUST BE SUBMITTED HARD COPY AND VIA EMAIL**

- Construction Drawings (___ Elevations, ___ Plan View, ___ Sprinkler Plan, ___ # of copies)
- Instrument Survey
- Site Plan
- RES Check / COM Check
- Proof of Insurance (___ Liability, ___ Disability, ___ Workers Comp, ___ Exemption)
- Safeguards During Construction (___ Chapter 33 NYSBC, ___ Chapter 14 NYSFC)

Project Description: _____ **Estimated Cost \$** _____

Dimensions of Construction: _____ **Total ft²** _____

1st Floor _____ 2nd Floor _____ 3rd Floor _____

Basement _____ Porch _____ Deck _____

Garage _____ Shed _____ Sign _____

Owner/Agent Print & Signature _____ Date _____

Code Enforcement Officer _____ Date _____