



# 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 2<sup>nd</sup> & 4<sup>th</sup> 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. 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, 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. 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: Bill Zink, Erik Smegelsky & Anthony Caruso (Fire Marshal) Phone: (248-6250)*

