



Town of Gates

1605 Buffalo Road, Rochester, NY 14624
Ph: (585) 247-6100 Fax: (585) 426-8581

Date Application Recv'd

BUILDING PERMIT APPLICATION

1. Property Information:

Property Address: _____ Parcel ID # (for new builds) _____
Business Occupant Name: (If Commercial Property) _____

2. Contacts:

Who owns this property?: (Name listed on the property deed) _____ **Applicant: (If applicant is not the owner, submit written permission from owner)** _____
Owner: _____ Contact Name: _____
Address: _____ Address: _____
Phone#: _____ Phone#: _____
Email: _____ Email: _____

Who is the best contact to discuss questions about project? (Name and phone number)

3. Who is Performing the Work?:

Owner, Friend or Family: Owner must complete BP-1/CE-200 form
 Contractor: Submit General Liability & Worker's Comp. Insurance
Company _____
Name _____ Phone# _____
Address _____
Email: _____

Contractor without Worker's Comp.: Submit General Liability & CE-200 form
 Plumber: Submit General Liability & Worker's Comp. Insurance or CE-200
Company _____
Name _____ Phone# _____
Address _____
Is Plumber Registered at Town of Gates (Unexpired)? Yes No

4. Estimated Cost of Construction: \$ _____

5. Project Type: *Fire Marshal permits may be required for new builds, additions & alteration*

<input type="radio"/> New Building - Type: _____ <input type="radio"/> Addition - Type: _____ <input type="radio"/> Alteration - Type: _____ <ul style="list-style-type: none"> Pictures of existing area (indoor/outdoor) Proposed plans to include dimensions, room names, doors, windows permanent fixture locations (plumbing, electrical, etc) 	<input type="radio"/> Garage - [] Detached [] Attached W X L= SF _____ = _____ Height _____ <input type="radio"/> Generator - Make _____ Model: _____ Kw _____ <u>Submit additional information with plans:</u> • Generator Specs & RG&E Inventory Sheet <input type="radio"/> Hot Tub - Make _____ Model: _____ Dimensions: _____ <input type="radio"/> *Other: <ul style="list-style-type: none"> Pictures of existing area (indoor/outdoor) Proposed plans to include dimensions, room names, doors, windows permanent fixture locations (plumbing, electrical, etc) 	<input type="radio"/> Pool - In Ground Pool Pool Dimensions _____ <u>Submit additional information with plans:</u> • Pool Barrier Plans <i>Fence is included in permit. Do not need to apply for fence permit separately.</i> <input type="radio"/> Pool - Above Ground Pool / <input type="radio"/> Storable Pool Diameter _____ Height _____ Is there a Pool Deck? [] Yes [] No <u>Submit additional information with plans:</u> • If Pool height is less than 48"= Additional Barrier Plans • If Pool Deck= Pool Deck Barrier plans <input type="radio"/> Shed - [] Buying Shed [] Constructing without kit W X L= SF _____ = _____ Height _____ <u>Submit additional information with plans:</u> • Bought Shed = Print-out shed specs from store's website • Constructing without a kit = Refer to Shed Worksheet
<input type="radio"/> Deck / <input type="radio"/> Pool Deck - [] Frontyard [] Backyard W X L= SF _____ = _____ Height _____ <u>Submit additional information with plans:</u> • Pool Decks= Pool Barrier Worksheet & Deck Worksheet • Decks= See Deck Worksheet for details <input type="radio"/> Demolition - Type: _____ <u>Submit additional information with plans:</u> • List Of Materials Being Disposed & Disposal Company <input type="radio"/> Fence - [] Chainlink [] Vinyl [] Wood Other: _____ Height _____ Lineal Feet _____	<input type="radio"/> Porch/Sunroom - [] Front yard [] Backyard (Complete deck section if there is no roof) W X L= SF _____ = _____ Height _____	
Project Details: _____		

6. Documentation:

- Survey Map:** Draw location of project and show distance to house and lot lines. (Projects inside the building will not require a Survey Map, unless specified).
- Plans:** Provide plans that apply to project type (Examples: Drawings with dimensions and materials, brochure, store print out of specs or photos).
- Insurance or Exemption form:** Refer to section # 3 above. Please note that NYS CE-200 Exemption forms must be completed online.



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Building Permit Process & Contacts

1. Getting Started!			
Permit Required	Refer to section below for list of projects requiring a permit. Per Town Code, permits are required for replacing an existing structure regardless if original structure had a permit. This includes outdoor structures like sheds, fences, etc, regardless of size or type, to ensure it conforms with current Town, State and ICC codes. If you are unsure, submit the documentation listed below and we will let you know if a permit is not required by Code.		
Permit Not Required	<p>The following Residential projects do not require a permit:</p> <ul style="list-style-type: none"> ● Concrete Patios ● Decks less than 8 1/4" high ● Driveways (Call if County or State Rd) ● Playground Structures ● Temporary Ramps ● Shed or Fence repair (Replacing requires a permit.) ● Siding or Roofing (Except structural changes - requires alteration permit) ● Minor changes such as painting, carpet, flooring or replacing kitchen cabinets, vanity, tub, toilet or most projects that DOES NOT alter the structure, plumbing or electrical. Most commercial projects require a permit. 		
Code Requirements	<p>Town Codes: www.townofgates.org Click on <Town Codes> State/ICC Codes: Search web for "Residential Code of New York" or "Building Code of New York"</p>		
Plumbing Permits	Plumbers must 1 st register with Town Clerk before applying for Permit. Homeowner may perform work without registry.		
2. What to Submit			
Permit Application	Submit: Building Permit Application found at www.townofgates.org and click on "Printable Forms"		
Survey Map <i>(Except internal renovations)</i>	<p>Survey Map Description: A map prepared by a licensed surveyor showing your property's boundaries. The homeowner is responsible for providing a survey map. Usually this document is found with your home closing documents/Title Abstract since it is not sent to the Town as part of the closing process. Contact the Closing Attorney/Mortgage Company, if copies are needed, or a Land Surveyor to re-survey the lot.</p> <p>Submit: Draw the project location on a copy of your survey map to show distance to property lines &/or house. For fences, please use color to outline proposed fence location.</p>		
Plans <i>(Except fence permits)</i>	<p>Submit: Plans are not required for Fence applications. Examples of plans are as follows:</p> <ul style="list-style-type: none"> ● Brochure or Print out of specs for store bought products ● Photos ● Project Summary (as it applies) ● Accurate Construction Drawings with dimensions and materials (Projects over \$20,000 require engineer stamped) 		
Insurance -or- NYS Exemption	<p>Submit: Insurance or New York State Exemption form.</p> <ul style="list-style-type: none"> ● Contractor = General Liability + Worker's Compensation or CE-200 Exemption Form* ● Homeowners performing work = CE-200 Exemption Form* <p><i>*CE-200 Form must completed & submitted through New York State's website portal. Applicant will receive email, after document is submitted, which needs to be printed and signed before submitting to Building Department.</i></p>		
3. How to Submit			
Email Permit Applications to: permits@townofgates.org	Contact Information		
	Building Inspector Terry Rech - (585) 247-6100 ext. 241	Building Inspector's Asst. (585) 247-6100 ext. 413	Fire Marshal (585) 247-6100 ext. 244
<p>Fax: (585) 426-8581</p> <p>Mail or In-Person: 1605 Buffalo Rd. Rochester, NY 14624</p> <p>Payments: Mail check, pay by phone after permit is approved or pay in person</p>	<ul style="list-style-type: none"> ● Alterations ● Additions ● Attics ● Basements ● Car Ports or Structures ● Cell Towers ● Demolition ● Electrical Projects ● Fireplace (Gas/Vent free) ● Garage ● New Construction ● Plumbing ● Porches ● Ramps ● Solar Projects ● 3 Seasons Room ...& other projects not listed 	<ul style="list-style-type: none"> ● Decks (Freestanding not excluded from permit) ● Fences ● Generators ● Pools ● Hot tubs/Spas ● Sheds ● Signs ● Temporary Accessory Structures 	<ul style="list-style-type: none"> ● Outdoor Fire Pits (Does not require a permit but must contact Fire Marshal for code requirements) ● Pellet Stove ● Sprinkler Systems ● Wood burning stoves
4. Permit Processing			
Inspector Reviews Plans	<ul style="list-style-type: none"> ● Permit Review: Inspector will notify applicant when permit is approved or if plans need modification. ● Processing Time: Smaller projects are processed within 5 business days depending on permit volume. 		
Ready to Start Project	<ul style="list-style-type: none"> ● Expiration: Project must be started within 1st 6 months of issue date and complete all inspections within 1 year of issuance date to complete the permit process (unless specified otherwise). ● Inspections: Applicant must contact Inspector to set up inspections. Refer to Permit Card for Inspection information. 		