

NOTE:

This form can be filled out on-line and signed electronically. The completed form should be e-mailed to David Ford at [ceo@villageofhoneoyefalls.org](mailto:ceo@villageofhoneoyefalls.org).

Alternatively, the form can be printed and mailed to:

David Ford  
Village of Honeoye Falls  
5 East St.  
Honeoye Falls, NY 14472

If you have any questions, please phone David Ford at 624-6150 (office) or 303-4901 (cell).



*Office Use Only*

Date of Application: \_\_\_\_\_

Fee Amount: \_\_\_\_\_

Permit Type \_\_\_\_\_

Permit Number: \_\_\_\_\_

## **APPLICATION FOR BUILDING PERMIT**

**PROPERTY ADDRESS:** \_\_\_\_\_

### **INSTRUCTIONS FOR BUILDING PERMIT APPLICATIONS**

1. Submit one plot plan (instrument survey) at original scale (not reduced or enlarged) showing:
  - All setback dimensions of existing and proposed structure(s)
  - All existing structures and improvements on site
  - Location of water supply
  - Location of sewer line
  - Location of all easements, EPODS and watercourses
  - Affidavit of No Change for any survey dated older than six (6) months prior to this application date
2. Submit one set of building plans showing:
  - Floor Plan (s)
  - Foundation Plan
  - Cross Sections
  - All Elevations
  - Window & Door Schedule
  - Natural Light & Ventilation and Emergency Egress Calculation Sheet (attached to this application) ☐
  - Design loads for: floor, snow, wind, seismic zone
3. Registered Architect's or Engineer's stamp & signature required under any of the following conditions: ☐
  - Residential construction with cost exceeding \$20,000 dollars
  - Residential single family dwelling 1,500 square feet or larger
  - Any commercial construction
4. Submit one copy of NYS Energy Conservation Compliance Form and Inspector Form with professional stamp & signature. Contact: [www.energycodes.gov](http://www.energycodes.gov) for downloadable version of "Res-check" or "Mec-check". Most current version available to be submitted.
5. Submit proof of Contractor's valid Workers Compensation Insurance Policy must be submitted and approved or Form BP-1 stating that Workers Compensation is not required before issuance of any building permit.
6. Appropriate building permit fee with check made payable to Village of Honeoye Falls.
7. A permit must be obtained prior to beginning any construction work. Application is subject to review before issuance of a valid permit for construction.

**PROPERTY OWNER:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

BUSINESS NAME IF APPLICABLE: \_\_\_\_\_

**ARCHITECT OR ENGINEER:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

**CONTRACTOR:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

Worker's Compensation Insurance Received:

**TYPE OF CONSTRUCTION:**

| Check all that<br>apply to this<br>project | New | Addition | Alteration | First Floor<br>Area (sf) | Second Floor<br>Area (sf) | Other<br>Area (sf) | Total Area<br>(sf) | Project<br>eight |
|--|-----|----------|------------|--------------------------|---------------------------|--------------------|--------------------|------------------|
| Single family                              |     |          |            |                          |                           |                    |                    |                  |
| Two family                                 |     |          |            |                          |                           |                    |                    |                  |
| Multi family                               |     |          |            |                          |                           |                    |                    |                  |
| Deck/Porch                                 |     |          |            |                          |                           |                    |                    |                  |
| Shed/Garage                                |     |          |            |                          |                           |                    |                    |                  |
| Business                                   |     |          |            |                          |                           |                    |                    |                  |
| Retail                                     |     |          |            |                          |                           |                    |                    |                  |
| Commercial                                 |     |          |            |                          |                           |                    |                    |                  |
| Industrial                                 |     |          |            |                          |                           |                    |                    |                  |
| Other                                      |     |          |            |                          |                           |                    |                    |                  |

**DESCRIPTION OF WORK:**

**ESTIMATED PROJECT COST:** \_\_\_\_\_

**ZONING DISTRICT:** (check one) \_\_\_\_\_  
R-1 R-2 RM RA RC TV VB GC SC MULIC LI IP GRM

**BOARD APPROVALS:**

|          | Required | Review Date | Approved | App. w/ conditions |
|----------|----------|-------------|----------|--------------------|
| Board    |          |             |          |                    |
| Planning |          |             |          |                    |
| Zoning   |          |             |          |                    |

### **BUILDING PERMIT REQUIREMENTS:**

1. The applicant shall notify the Code Enforcement Officer (CEO) of any changes in the information contained in the building permit application during the period for which the building permit is in effect.
2. A permit will be issued when the application has been determined to be complete and the proposed work is determined to be in compliance with all requirements of New York State Building Code.
3. A building permit may be revoked or suspended if it is determined that the work to which it pertains is not in accordance with the information contained in the building permit application; Or is not in conformance with the NYS Building Code; Or if there has been a misrepresentation or falsification of a material fact or condition connected with the application for a building permit.
4. Any deviation from the approved plans must be authorized by the licensed professional who affixed the NYS seal to the original plans prior to the issuance of a Certificate of Occupancy.
5. The applicant shall notify the CEO 24 hours in advance for all required inspections and receive approval before any building element, equipment or system is covered or enclosed.
6. Prior to the issuance of a Certificate of Occupancy, the licensed professional who affixed the NYS seal to the original plans must certify that the completed construction is in compliance with the plans and specifications as submitted for the building permit.
7. A building permit shall expire one (1) year from the date of issuance or upon the issuance of a Certificate of Occupancy whichever comes first. A building permit that has expired prior to the issuance of a Certificate of Occupancy shall require the issuance of a new building permit and the payment of all building permit fees. A building permit may, upon written request, be renewed for successive one year periods provided that: the original permit has not been revoked or is suspended at the time of renewal request; and the information contained in the original application is relevant and correct; and the renewal fee is paid.
8. The undersigned assumes responsibility for the cleanup of all debris generated by construction activities and the removal of same to a legal off site location.
9. By law, applicant or demolition contractor is required to contact **Dig Safely New York 800-962-7962** prior to starting any digging. Allow two full working days for response.
10. All electrical work must be inspected by an authorized agent and produce a certificate of approval. The following are Village approved electrical inspectors: Commonwealth Electrical Inspection Service 585-624-2380; New York Board of Underwriters 800-595-9600; Genesee Star Agency 585-768-6696; New York Atlantic-Inland 607-753-7118; Middle Department Inspection Agency 518-273-0861. It is the permit holder's responsibility to arrange for all required electrical inspections.
11. Any work located in the Village of Honeoye Falls Right of Way (land located outside of property and adjacent to public street) must be issued a ROW Work Permit issued by the Village of Honeoye Falls. Address questions to the Village Administrator.

**INSPECTIONS REQUIRED:**

Footings before pouring concrete \_\_\_\_\_ Plumbing before enclosing \_\_\_\_\_  
Foundation before backfill \_\_\_\_\_ Insulation before enclosing \_\_\_\_\_  
Framing before enclosing \_\_\_\_\_ Final inspection before occupancy \_\_\_\_\_

**ADDITIONAL INFORMATION:**

| Yes                      | No                       |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Is any grading, excavating or clearing proposed other than for foundation work?             |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the property located within 100 feet of a water course?                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the property or any structure located on the property designated as a landmark?          |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the property or any structure located on the property designated in a Historic District? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the property or any structure located on the property located in a flood plain? Is       |
| <input type="checkbox"/> | <input type="checkbox"/> | the property or any structure located on the property located in an EPOD?                   |

**INSURANCE REQUIRED:**

Workers Compensation Insurance and Disability Benefits Coverage: NY Workers Law Section 57 requires contractors and certain homeowners listed on the building permit shall provide proof that such coverage is issued by an authorized insurance carrier (Form C-105.2 or U-26.3) or provide proof they are exempt (Form CE-200). Any residence that is not a 1, 2, 3 or 4 family owner occupied residence is considered a business and must provide proof of insurance.

Affidavit of Exemption Form BP-1 can only be filed if the Owner of the owner occupied residence follows the restrictions defined below:

1. is performing all of the work themselves for which the building permit is issued.
2. is not hiring, paying or compensating in any way the individuals that are performing or helping to perform any or all of the work for which the building permit is issued.
3. has a home owners insurance policy that is currently in effect and covers the property for which the building permit is issued and the owner is hiring or paying individuals a total of less than forty (40) hours per week (aggregate hours for all paid individuals) for the work for which the building permit is issued.

**CERTIFICATION:**

Application is hereby made to the Village of Honeoye Falls for the issuance of a Building Permit, Pursuant to the Zoning Ordinance of the Village of Honeoye Falls as herein described. I acknowledge that no construction activities shall be commenced prior to the issuance of a valid building permit. I affirm that I have read the instructions and that the application, plans and supporting documentation are true and a complete statement and description of the work proposed and that all work will be performed in accordance with the NYS Building Code, local laws and ordinances and with local zoning regulations whether specified herein or not. I authorize access to the Code Enforcement Officer or representative during all phases of construction for the purpose of inspections. I agree to prominently display on the premises the building permit issued and abide by all Planning Board and Zoning Board of Appeals approvals and all plan amendments made by the Building Department. I further acknowledge and agree that prior to occupying the facilities governed by this building permit, I or my agents will obtain a Certificate of Occupancy.

Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Make checks payable to: Village of Honeoye Falls Mail or deliver to: 5 East Street, Honeoye Falls, NY 14472

Plans Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

**COMMENTS:**