



Town of Gates

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

WAITING ON

BUILDING PERMIT APPLICATION

1. Property Information:

Property Address: _____
Business Occupant Name: (If Commercial Property) _____
Office use: Zoning, Parcel, Subdivision _____ Residential Commercial Industrial

2. Contacts:

Who owns this property?: (Name listed on the property deed) _____ Applicant: (Submit owner's written permission for project, if you aren't listed on deed)
Owner: _____ Contact Name: _____
Address: _____ Address: _____
Phone#: _____ Phone#: _____
Email: _____ Email: _____

Additional Contact Information: _____

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 or CE-200
Company _____
Name _____ Phone# _____
Address _____
 Contractor without Insurance: Contractor must submit 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: \$ _____ → For Multiple Projects: Break down the cost in project details box below.

5. Project Type: (*List project as "Other", If project type is not listed)

<input type="radio"/> New Building - Type: _____	<input type="radio"/> Garage - [] Detached [] Attached W X L= SF _____ = _____ Height _____	<input type="radio"/> Pool - In Ground Pool <u>Submit additional information with plans:</u> • Pool Barrier Plans
<input type="radio"/> Addition - Type: _____	<input type="radio"/> Generator- Make _____ Model: _____ Kw _____ <u>Submit additional information with plans:</u> • Generator Specs & RG&E Inventory Sheet	<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"/> Alteration - Type: _____	<input type="radio"/> Hot Tub- Make _____ Model: _____ Dimensions: _____	<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"/> *Other: _____ Enter details in "Project Details" box below	
<input type="radio"/> Demolition- Type: _____ <u>Submit additional information with plans:</u> • List Of Materials Being Disposed • Disposal Company Name	<input type="radio"/> Porch/Sunroom- [] Front yard [] Backyard (Complete deck section if there is no roof) W X L= SF _____ = _____ Height _____	
<input type="radio"/> Fence - [] Chainlink [] Vinyl [] Wood Other: _____ Height _____ Lineal Feet _____		

Project Details:

6. Documentation:

- Survey Map: Draw location of project and show distance to house and lot lines - as it applies
- Plans: Provide plans that apply to project type (Examples: Drawings with dimensions and materials, brochure, store print out of specs or photos)
- Additional Details: Refer to section # 5, under chosen project type, for additional details needed.
- Insurance or Exemption form: Refer to section # 3 above. Search web for New York State Exemption forms. CE-200 is an online form on NYS webpage.
- Easement Waiver: Complete Waiver if your project is located over a Town Storm/Sewer Easement

-----PLEASE LEAVE THIS SECTION BLANK FOR BUILDING INSPECTOR NOTES-----



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Building Permit Process & Contacts

1. Documentation			
Permit Application	Submit: Building Permit Application found at www.townofgates.org and click on "Printable Forms" (Plumbers must 1 st register with Town Clerk)		
Survey Map	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. 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.		
Plans	Submit: Examples of plans are as follows (Plans are not required for Fence applications): <ul style="list-style-type: none"> ● Store Brochure ● Print out of product specs from store website ● Photos ● Project details written out ● Accurate Construction Drawings with dimensions and materials (Projects over \$20,000 require engineer stamped) Town Codes: www.townofgates.org & State/ICC Codes: Search web for "Residential Building Code of NY"		
Insurance -or- NYS Exemption	Submit: Insurance or New York State Exemption form. <ul style="list-style-type: none"> ● Contractor = General Liability & Worker's Compensation or CE-200 ● Homeowners or Other performing the work = CE-200 Exemption (NYS Online form - businessexpress.ny.gov -or- http://www.wcb.ny.gov. You will need to create a login, unless you have one. (This login is used for services like DMV or other state services) 		
2. Submit			
Questions: (585) 247-6100 Contact/Email: See list → Fax: (585) 426-8581 Mail or In Person: 1605 Buffalo Rd., 14624 Payments: Check payments may be sent ahead. Credit Card payments are not collected until after permit is issued.	Building Inspector Terry Rech ext. 241 trech@townofgates.org Residential & Commercial Projects: <ul style="list-style-type: none"> ● Alterations ● Additions ● Attics ● Basements ● Car Ports or Membrane Structures ● Demolition ● Electrical Projects ● Fireplace (Gas & Vent free) ● Garage ● Generators ● New Construction ● Plumbing ● Porches ● Ramps ● Three Seasons Room ...or any other project not listed in the other columns 	Building Inspector's Asst. Natalie Molinaro ext. 240 nmolinaro@townofgates.org Accessory Structures: <ul style="list-style-type: none"> ● Decks ● Fences ● Pools ● Hot tubs/Spas ● Sheds (All types & sizes) ● Signs 	Fire Marshal Jeff McNulty ext. 244 jmcnulty@townofgates.org Fire Code Related: <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
Residential projects that do not require a permit: Call us to confirm if specific project needs permit. <ul style="list-style-type: none"> ● Children's Playground Structures ● Concrete Patios ● Decks with height less than 8 1/4" ● Driveways (Except County/State Rds) ● Temporary Ramps ● Siding or Roofing (Except structural changes) ● 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. 			
3. Permit			
Inspector Reviews Plans	After Permit Review: Inspector will notify you after review. Inspector will explain the next step. Permit process: Smaller projects are processed within 5 business days. Timeframe changes in busy season.		
After Permit is Picked up	Permit timeframe: 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.		