



Town of Gates

1605 Buffalo Road, Rochester, NY 14624

BUILDING PERMIT PROCESS AND CONTACTS

1. Documentation

Permit requirements may vary based on situation. Standard permit documentation is:

1. **Permit Application**
2. **Survey Map**
3. **Plans/Details/Photos**
4. **Insurance/Exemption Form**

Permit application/Forms

Please visit <https://www.townofgates.org> and click on "Printable Forms" to download forms

Survey map

A Survey is a map of your property's boundaries and dimensions that is prepared by a licensed surveyor. This document is usually with your home closing documents/Title Abstract. The homeowner is responsible for providing a survey map. The Town is not part of the closing process and may not have a copy of this map. Contact the Closing Attorney/Mortgage Company, if copies are needed, or a surveyor to re-survey the lot.

Types of plans

Construction requirements may be found at <https://codes.iccsafe.org>. See Permit Application for specifics requirements. Some examples are:

- Brochure/product specs from website
- Construction Drawings that include dimensions and materials (Projects over \$20,000 require engineer stamped)
- Other types may include: Photos or a narrative summary of the project Accurate

Insurance/Exemption Form

1. **Homeowner** performing their own work = BP-1 Exemption Form (<http://www.wcb.ny.gov/content/main/forms/bp-1.pdf> - Does not need to be notarized)
2. **Licensed Contractor** = General Liability & Worker's Compensation
3. **Others without Insurance** = CE-200 Exemption form (<http://www.wcb.ny.gov>)

2. Submit

Some projects may not be listed. Please contact the Building Inspector for specifics or project clarification. Submit "Documentation" with property address in subject line:

- **Questions:** (585) 247-6100
- **Contact/Email:** (See list)→
- **Fax:** (585) 426-8581
- **Mail or In Person:** 1605 Buffalo Rd., 14624

Building Inspector

Terry Rech ext. 241

trech@townofgates.org

- Alterations
- Additions
- Attics
- Basements
- Car Ports/ Temporary Membrane Structures
- Demolition
- Electrical related projects
- Fireplace (Gas & Vent free)
- Garage
- Generators
- New Construction
- Plumbing
- Porches
- Ramps
- Three Seasons Room

...or other projects not listed

Building Inspector's Assist.

Natalie Molinaro ext. 240

nmolinaro@townofgates.org

- Decks
- Fences
- Pools/Hot tubs
- Sheds (All types & sizes)
- Signs

Fire Marshal

Richard Harrod ext. 244

rharrod@townofgates.org

- Pellet Stove
- Wood burning stoves
- Sprinkler Systems

Does not require a permit:

Applies to Residential*

- Outside Playhouses*, Playground Equipment*
- Temporary Ramps*
- Concrete Patios*
- Siding* or Roofing* (except structural changes)
- Driveways* (if not Town Road, you must call County or State for permission)
- 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.

(Please contact us to confirm if project needs permit)

3. Permit Review

The Inspector will contact you with any questions or request plan modifications.

- **Permit Review:** Inspector reviews plans and project location, verifying it has met International Code Council (ICC), New York State & Town Codes.
- **Permits not approved:** If the project does not meet required codes, it will not be approved. The Inspector will notify contact of any modifications needed.
- **Permit process:** Permits for accessory structures are typically 1-7 business days. Processing time may vary, based on volume or permit type, so please plan accordingly.

4. Permit Ready

Once the permit is ready, we will notify the designated contact, listed on the permit application, to pick up and pay for the permit.

1. **Permit timeframe:** Project must be started within 1st 6 months of issue date and complete all inspections within 1 year of issuance date (unless specified otherwise).
2. **Inspections:** Applicant must contact Inspector to set up inspections. A Certificate of Compliance will be issued after all passed inspections, to close out the permit process.
3. **Permit Pick-up:** Permits can be picked up in the building department between the hours of 8am to 5pm, Monday through Friday. Permit must be signed and paid for. Town Clerk accepts Cash, Check or Credit Card with the exception of American Express