## Building Permit Process & Contacts

### 1. Documentation

<table>
<thead>
<tr>
<th>Permit Application</th>
<th>Submit: Building Permit Application found at <a href="http://www.townofgates.org">www.townofgates.org</a> and click on “Printable Forms”</th>
</tr>
</thead>
<tbody>
<tr>
<td>Survey Map</td>
<td>Submit: Using color, draw the project location on a copy of your survey map to show distance to property lines &amp;/or house. For fences, please outline proposed fence along or inside of lot lines (as it applies). <strong>Survey Map Description:</strong> 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.</td>
</tr>
<tr>
<td>Plans</td>
<td>Submit: We need details about your project to verify it meets Town, State and ICC code requirements. Specifics listed on Permit Application. Plans aren’t required for Fence applications (Only survey maps). Examples of plans are: ● 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)</td>
</tr>
<tr>
<td>Insurance -or- NYS Exemption Form</td>
<td>Submit: ● Homeowner performing their own work = BP-1 Exemption Form (Does not need to be notarized) ● Contractor = General Liability &amp; Worker’s Compensation ( Plumbers must contact Town Clerk to register) ● Others without Insurance = CE-200 Exemption (Online form - <a href="http://www.wcb.ny.gov">http://www.wcb.ny.gov</a> )</td>
</tr>
</tbody>
</table>

### 2. Submit

#### Questions:
(585) 247-6100

#### Contact/Email:
See list →

#### Fax:
(585) 426-6851

#### Mail or In Person:
1605 Buffalo Rd., 14624

#### Payments:
You may submit check payments ahead. Credit Card payments are not collected until after permit is issued.

#### Residential & Commercial Projects:
- 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

#### Accessory Structures:
- Decks
- Fences
- Pools
- Hot tubs/Spas
- Sheds (All types & sizes)
- Signs

#### Residential projects that do not require a permit:
Call us to confirm if specific project needs permit. Most commercial projects require a permit.
- Children’s Playground Structures
- Concrete Patios
- Decks with height less than 8 ½”
- Driveways (Except County/State Rds)
- Siding or Roofing (Except structural changes)
- Temporary Ramps
- 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.

#### Fire Code Related:
- Outdoor Fire Pits (Does not require a permit but must contact Fire Marshal for code requirements)
- Pellet Stove
- Sprinkler Systems
- Wood burning stoves

### 3. Permit Review

**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. Contact Inspector for current timeframe.

**Town Codes:** www.townofgates.org & State/ICC Codes: Search web for “Residential Building Code of NY”

### 4. Permit Ready

**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).

**Inspections:** Applicant must contact Inspector to set up inspections. Refer to Permit for Inspection information. A Certificate of Compliance will be issued after all passed inspections, to close out the permit process.

**Permit Pick-up:** Permits can be picked up in the building department between the hours of 8am to 5pm, Monday through Friday. Town Clerk accepts Cash, Check or Credit Card with the exception of American Express...