



# Town of Gates

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

## Building Permit Process & Contacts

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