

VILLAGE OF PITTSFORD
SETTLED 1789 • INCORPORATED 1827



Village Hall ca 1855 (remodeled 1937)

BUILDING PERMIT APPLICATION

Building Permit #: _____
Date Issued: - - - - -
Permit Fee: \$ _____

PROPERTY ADDRESS: _____

TYPE OR PERMIT REQUESTED: (CHECK APPLICABLE AREA)

| | | | |
|----------------------------|------------------------------|------------------------------|---------------------|
| New Building: _____ | Residential: _____ | Commercial: _____ | |
| Addition: _____ | Alteration: (Interior) _____ | (Exterior) _____ | |
| Deck: _____ | Attached: _____ | Free Standing: _____ | Pool Deck: _____ |
| Accessory Structure: _____ | Shed: _____ | Detached Garage: _____ | Other: _____ |
| Change of Occupancy: _____ | Change of Use: _____ | Type of Occupancy/Use: _____ | |
| Signage: _____ | Building Mounted: _____ | Free Standing: _____ | Size: _____ x _____ |
| Fireplace: _____ | New: _____ | Insert: _____ | Fuel Type: _____ |
| Fence: _____ | Location: _____ | Style: _____ | |
| Demolition: _____ | Type of Structure: _____ | | |
| Windows: _____ | Number of: _____ | Locations: _____ | |
| Doors: _____ | Number of: _____ | Locations: _____ | |

INSTRUCTIONS:

This application must be filled out in ink or typed.

Submit finished application and supporting documents to the Village Hall for review.

All required information **Must** accompany this application.

1) The following items are required to be submitted with this application:

* A Plot/Site plan showing the following:

- a) Location of the property in relation to all adjoining streets
- b) All existing structure on the property
- c) The location of the area effected by the proposed work

2) This Application must be accompanied by TWO (2) sets of plans showing the following:

- * The proposed construction work
- * The specifications for the work proposed including the materials, utilities, an energy statement and all structural elements involved.
- * All required insurance forms

An Application is hereby made for the issuance of a Building Permit pursuant to the Laws, Rules and Regulations that have been adopted by the Village of Pittsford's Board of Trustees as it relates to the scope of work proposed for this application;

Address of property for proposed work: _____
Property Owner: _____ Tenant/Occupant: _____
Mailing Address: _____ Mailing Address: _____
Phone #: Cell: _____ - _____ - _____ Phone #: Cell: _____ - _____ - _____
Other: _____ - _____ - _____ Other: _____ - _____ - _____
E-mail: _____ E-mail: _____

Brief description of work proposed: _____

Estimated cost of work to be performed: \$ _____
Estimated time from start to finish of work: _____

Contractor: _____ Architect/Designer: _____
Contact person: _____ Contact Person: _____
Business Address: _____ Business Address: _____
Phone #: Office: _____ - _____ - _____ Phone #: Office: _____ - _____ - _____
Contact's Cell: _____ - _____ - _____ Contact's Cell: _____ - _____ - _____

All proper insurances must be submitted for NYS Workers Compensation and NYS Disability or a NYS Exemption Form, all in compliance with Section 57 of the Workers Compensation Law or Section 125 of the General Municipal Law.

Acceptance and/or approval of this permit application does not relieve the Agent, Applicant, Contractor, Architect, Engineer, or Owner from complying with the provisions of the NYS Uniform Fire Prevention and Building Code, 2015 ICC adopted Codes and/or the Laws of the Village of Pittsford, New York, whether stated, implied or omitted in the information submitted for this permit.

- Any and all work related to this application **shall not** be started until the issuance of a Building Permit. Any deviation from the information provided with the application is required to receive approval from the Building Inspector and/or others as determined by the Building Inspector, prior to implementation. This approval of changes must be in writing.
- All work, for which this permit has been issued, shall be completed within one year from the date of the issuance of the permit. If work has not been completed, the permit shall expire unless the applicant has applied for and received an extension approval.
- No portion of the work proposed shall be used or occupied, in part or in whole, until a Certificate of Occupancy or a Certificate of Compliance has been issued.

Building Permit Acknowledgement

I acknowledge that I am applying for a Building Permit and that I have read all previous conditions of the Building Permit Application. I affirm that all work will be done in accordance to the drawings, sketches, and information provided:

I give permission for the Building Inspector and/or his appointee to access my property in order to conduct inspections and investigations for the completeness and compliance of the proposed and approved work:

Signature of the property owner: _____
Please print the above signature: _____
Date: _____ - _____ - _____

Signature of the Applicant: _____
Please print the above signature: _____
Date: _____ - _____ - _____

Village Office Section:

Building Construction Classification: _____
Building ‘Occupancy or Use Proposed: _____
Existing Occupancy or Use: _____
Zoning District for property: _____

Building Permit Number: # _____

Project location: _____

Building Inspector Signature: _____
Floyd D. Kofahl

Floyd D. Kofahl – Building Inspector
Village of Pittsford, 21 North Main Street, Pittsford, New York 14534
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Phone #: 1-585-586-4332
Fax #: 1-585-586-4597