



TOWN OF GATES

Building Permit Process & Contacts

1.

Documentation

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

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

Permit application can be found online or at the Building Department. Permits are required for projects including new construction, alteration and/or replacement of structures on property. See the following section for project examples.

The **Survey map** is a plan of your property prepared by a licensed surveyor. The map should be within your home closing documents. The homeowner is responsible for obtaining and providing a survey map. The Town may not have a copy on file. Please contact the Closing Attorney or Mortgage Company for additional copies or search for a surveyor to re-survey the lot.

Examples of plans include (See permit application for required information):

- Photos of Project
- Written details including dimensions and materials
- Accurate Construction Drawings (Projects over \$20,000 require engineer stamped)
- Brochure or website print-out of structure with specifications

Insurance or Exemption form:

Based on who is performing the work for the project

- a) **Homeowner** performing their own work= BP-1 Exemption Form
- b) **Licensed Contractor**= General Liability & Worker's Compensation
- c) **Others (Without Insurance)**= CE-200 Exemption form (<http://www.wcb.ny.gov>)

2.

Submit Permit

Submit "Documentation" with property address in subject line:

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

Terry Rech ext. 241
trech@townofgates.org

- Alteration or additions
- Attic/Basement
- Demolition
- Fireplace
- Garage
- Generator
- New Construction
- Plumbing
- Porch
- Three Season Room
- Other projects not listed

Natalie Molinaro ext. 240
nmolinaro@townofgates.org

- Decks
- Fences
- Pools/Hot tubs
- Sheds
- Signs

Dave Tytler (Fire Marshal) ext. 244
dtytler@townofgates.org

- Pellet Stove
- Wood burning stoves
- Sprinkler Systems

3.

Permit Review

The Inspector will review the permit documentation and call the "Contact" listed on the permit application for any questions, changes needed or if the permit is ready for pick up.

- **Review:** Inspector reviews criteria like dimensions and location of project to confirm that it meets code standards from the following: International code council, New York State Building standards and codes and Town of Gates Codes.
- **Variations:** In situations that require a variance, (for example: project extends into the front setback shown on the survey map) the inspector will notify "contact" listed on the permit application of that requirement before can proceed with permit.
- **Permit process:** Depending on the type of project, processing can take 1-7 business days. Please note that it could take longer based on volume or type of project so please plan accordingly. We will do our best to accommodate any deadlines noted.

4.

Permit Ready

Once the permit is ready, we will notify the "Contact" listed on the permit application to come sign, pay and pick permit up.

- **Project must be started** within 1st 6 months of issuance date
- **Inspections** must be completed within 1 year of issuance date. Homeowner must contact Inspector to set up inspections. Certificate of Compliance is issued after all inspections are passed, to close out the permit.
- **Permits can be picked up** between the hours of 9am to 5pm, Monday through Friday with the exception of holidays.
- **Permit is signed** in the building department then **paid in the Town Clerk's office.**
- **Town Clerk accepts** Cash, Check or Credit Card with the exception of American Express