



# 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**
5. **Additional Information based on specific project**

A **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 inside the Residence/building and outside on owner's property. See the next 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** (See permit application for specifics):

- Photos
- Written details with dimensions & materials
- Brochure or product details from website
- Accurate Construction Drawings (Projects over \$20,000 require engineer stamped)

Submit **Insurance** or an **Exemption form** based on who is performing the work

- 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

Submit "Documentation" with property address in subject line:

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

**Terry Rech ext. 241**

Building Inspector  
[trech@townofgates.org](mailto: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**

Building Inspector's Assistant  
[nmolinaro@townofgates.org](mailto:nmolinaro@townofgates.org)

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

**David Tytler ext. 244**

Fire Marshall  
[dtytler@townofgates.org](mailto:dtytler@townofgates.org)

- Pellet Stove
- Wood burning stoves

**Does not require a permit:**

- Residential Concrete Patios
- Residential Siding
- Residential Roofing (except structural changes)
- Residential Driveways (on town roads)
- Minor changes such as painting, carpet/flooring or most projects that doesn't alter structure and plumbing

### 3.

#### Permit Review

The Inspector will review the permit documentation and call the designated contact, listed on the permit application, with any questions, modifications or notify that permit is ready for pick up.

- **Permit 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.
- **Permits not approved:** If the project does not meet Town, State, ICC codes or is missing information it will not be approved. The Building Inspector will notify you of requirements at which point you will be able to modify to meet standards or apply for a variance which is reviewed & approved by the Zoning Board. Zoning board application and meeting/cut-off dates are posted on [www.townofgates.org](http://www.townofgates.org).
- **Permit process:** Depending on the type of project, processing can take 1-7 business days. Please note that it can 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 designated contact, listed on the permit application, to pick up and pay for the permit.

- **Project must be started** within 1<sup>st</sup> 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. Applicant comes to building department to sign permit and pays for permit in Town Clerk's office. **Town Clerk accepts Cash, Check or Credit Card with the exception of American Express**