The Town Of Rochester
ULSTER COUNTY New York

BUILDING PERMIT REQUIREMENTS

- Board of Health Approval – application must be filed prior to the issuance of a Building Permit
- Driveway Approval – application must be filed prior to the issuance of a Building Permit
- All structures will require two (2) sets of plans in detail. If the proposed structure is 1,500 square feet or larger, plans must be approved and stamped by a New York State certified architect or engineer. (The 2nd set of plans must be picked up within 6 months after approval or they will be discarded)
- Construction details to be shown on plans for all structures:
    - FOUNDATION: size of footings, steel reinforcing details, size of walls, vents, access to basement or crawl space, waterproofing, footing drains, insulation, anchor bolts, girder supports, etc.
    - MOBILE HOME: minimum requirements of 4' frost wall with a 4" slab under the mobile home with steel reinforcement rods and wire – OR – possibly a monolithic or floating slab under the jurisdiction of the Code Enforcement Officer
    - MASONRY: all masonry chimneys and fireplaces to be shown in detail
    - FRAMING: size of girder, floor timbers/sheathing, studs and plates, ceiling timbers, rafters or trusses, roof sheathing and type of roofing
    - EXTERIOR: details of roof vents and insulation details
    - INTERIOR: door details and sizes, window detail and sizes, stair details if applicable, plumbing, electric and heating details, location of smoke and carbon monoxide detectors
    - DECKS: details with railings – railings on open decks or balconies or open areas on 30" or more
- It is the obligation of the owner or contractor to contact the Code Enforcement Office for the following inspections when applicable:
    - All setbacks to comply with the Schedule of District Regulations
    - Excavation and forms prior to all concrete pours
    - Waterproof foundation and drain field
    - Framing/Plumbing/Insulation
    - Smoke and carbon monoxide detectors
    - Final inspection for all entry ways and skirting
- All structures and pools with electrical installation must obtain electric approval from one of the following town approved agencies:
    - New York Certified Electrical Inspectors, LLC (845-294-7695)
    - Tri-State Inspection Agency, Inc. (845-986-6514)
    - Middle Department Inspection Agency (800-607-6342)
    - New York Electrical Inspection (845-586-2430)
    - Commonwealth Electrical Inspection Service, Inc. (845-541-1871 or 845-562-8429)
    - NY Electrical Inspections & Consulting, LLC (845-343-6934)
    - Electrical Underwriters of NY, LLC (845-569-1759)
- ALL DWELLINGS INCLUDING MODULAR AND MOBILE HOMES MUST OBTAIN FINAL ELECTRICAL/BOARD OF HEALTH/DRIVEWAY APPROVAL PRIOR TO THE ISSUANCE OF A CERTIFICATE OF OCCUPANCY/COMPLIANCE. STRUCTURES MAY NOT BE OCCUPIED BEFORE THE CERTIFICATES HAVE BEEN ISSUED BY THE CODE ENFORCEMENT OFFICE.
- BLOWER TEST REQUIRED FOR ALL **NEW** RESIDENTIAL CONSTRUCTION

The Town Of Rochester New York
ULSTER COUNTY

OFFICE USE ONLY
Date: _____
Application #: _____

BUILDING PERMIT APPLICATION

1) Property owner first/last name: _____

Business Name: _____

Mailing Address: _____

Phone #: _____ Email Address: _____

2) Site Location: _____

Tax Map Section: _____ Block: _____ Lot: _____

3) Dimensions of existing structure: Depth: _____ Width: _____ Height: _____

New _____ Addition _____ Alterations _____

Total square feet: _____ Number of stories: _____

Dimensions of proposed structure: Depth: _____ Width: _____ Height: _____

Total square feet: _____ Number of stories: _____ Intended use: _____

*FOR NUMBERS 4-24, PLEASE COMPLETE ONLY THOSE THAT APPLY AND SPECIFY SIZE AND TYPE.

4) Excavation in: Sand: ____ Clay: ____ Shale: _____ Rock: _____ Other: _____

5) Footings: Depth: _____ Width: _____ Reinforcement: _____

6) Foundation: Slab on grade: _____ Piers: _____

7) Foundation masonry wall: Durawall/Block: _____Concrete: _____

Width: _____ Height: _____ Reinforcing: _____

8) Basement: Full: _____ Flood plan: _____ Other: _____

Basement beam size: Wood: _____ Steel: _____

Basement columns size and material: _____

9) Framing: Platform: _____ Balloon: _____ Post & Beam: _____ Other: _____

		Size	Spacing	Span	Material Type
10)	Studs	_____	_____	_____	_____
11)	Plates	_____	_____	_____	_____
12)	Floor joists	_____	_____	_____	_____
13)	Roof rafters	_____	_____	_____	_____
14)	Roof trusses	_____	_____	_____	_____

15) Chimneys & material: _____ Flu size: _____

16) Exterior sheathing and finish: Plywood: _____ Brick: _____ Wood: _____

Shingles: _____ Other: _____

17) Roofing: Sheathing thickness: _____ Shingles: _____

18) Interior finish: Gypsum Board: _____ Wood Panel: _____ Other: _____

19) Exterior doors: Type: _____ Storm doors: _____

20) Windows: Type: _____ Storm windows: _____

21) Plumbing:

Interior waste lines: Copper: _____ Plastic: _____ Cast Iron: _____

Exterior waste lines: Copper: _____ Plastic: _____

Interior supply lines: Copper: _____ Plastic: _____

Exterior supply lines: Copper: _____ Plastic: _____

22) Electrical services: Amps: _____ Number of circuits: _____

Above or underground supply: _____

Wiring: Conduit: _____ Armoured cable: _____ Non-metallic cable: _____

23) Insulation:

	Type	Thickness	R-Rating
Roof	_____	_____	_____
Walls	_____	_____	_____
Floor	_____	_____	_____

24) Hot water heating system (description and energy saving devices): _____

_____

29) Builder/Contractor name: _____LLC/CORP: _____

Mailing Address: _____

Phone #: _____ Email Address: _____

30) ___ I have Workers' Compensation insurance – Policy #: _____

___ I do not need Workers' Compensation because status is an individual owner or partner with no employees and not a corporation

___ I have Disability Benefits insurance – Policy #: _____

___ I do not need Disability Benefits insurance because status is individual owner or partner with no employees and not a corporation

The undersigned, being the OWNER/APPLICANT/CONTRACTOR, hereby agree to construct the planned structure, addition and/or renovations in accordance with the performance requirements of the NYS Building Code of The Town of Rochester and am aware of the penalties for violations of such requirements as outlined in the Towns' Code.

_____ _____

Date Signature of Applicant/Builder/Contractor

_____ _____

Date Signature of Owner

_____ _____

Date Code Enforcement Officer