



a town for a lifetime IRONDEQUOIT *New York*

PERMIT PROCESS AND APPLICATION REQUIREMENTS

Permit Required

A permit is required for a wide range of construction and property improvement activities, including, but not limited to, the following activities:

- Additions
- Handicap ramps
- Garages and carports
- Change of Occupant (All Non-Residential properties.)
- Demolitions (structures and in-ground swimming pools)
- Fences / Retaining Walls / Dog runs
- Tree Removal (if property is in EPOD)
- Electrical Alterations (e.g. additional outlets/switches, generators, service upgrades, etc.)
- Decks / Docks
- NEW Construction
- Structural Alterations
- Satellite Dishes / Antennas (over a specified height)
- Interior Remodeling (including basement remodeling)
- Roofing requiring heat generated equipment (Fire Marshal)
- Swimming Pools / Hot Tubs / Jacuzzis
- Plumbing (Replacement of faucets, toilets, sinks, tubs excluded.)
- Sheds / Gazebos
- Retaining Walls
- Fill (Dept. of Public Works)
- Signs (Commercial and Residential)
- Solar installations (Commercial and Residential)
- Driveway (Dept. of Public Works)
- Fuel Storage Tanks (from Fire Marshal)
- Decorative Appliances/Fireplaces - Solid, Gas fueled (from Fire Marshal)

Please note that other activities not included on the list above may also require a building permit. Please contact the Building Department at (585) 336-6026 before you begin your project to verify permit needs.

Permit Application Requirements

- Building Permit Application Form
- Plumbing Permit Application Form (if applicable to your project)
- Instrument Survey Map or Approved Site Plan
- Contractors' Insurance (if applicable) – See insurance requirements below
- Construction Plans¹ - Two (2) copies of plans/drawings(stamped/sealed) and one (1) digital copy

¹ Architects or Professional Engineer's wet seal / stamp required on all construction plans. Exceptions: Residential alterations less than \$20,000 that will not affect the structural design or public safety of the building or accessory. Farm buildings and other buildings used solely and directly for agricultural purposes.



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Environmental Protection Overlay District (EPOD)

If your property is located in an Environmental Protection Overlay District (EPOD), you may also need to obtain an EPOD Permit before the Building Permit can be issued. For more information on EPOD Permits, contact the Planning and Zoning office (336-6017) or visit the Town's website.

Insurance Requirements

As required by the NYS Bureau of Compliance, contractors must provide proof Liability, Disability, Workman's Compensation. The Town of Irondequoit must be indicated as "Certificate Holder" and the Legal Name and Address of Insured's information must be exactly the same on all forms.

Acceptable Forms: Liability; Disability (DB120.1); Workman's Compensation. (C105.2 or U-26.3 State Insurance Fund)

If Worker's Compensation and/or Disability are not required, an Exemption Form must be submitted (Workers' Compensation Board's website: <http://www.businessexpress.ny.gov>).

Plumbing Work Requiring a Permit

All plumbing subject to a permit must be performed by a Town of Irondequoit licensed plumber. This fee will be added to the building permit fee.

Required Inspections (Inspection Request Line: 585- 336-6072)

The Permit specifies all required inspections. Inspection requests can be made by calling the inspection request line. Requests should be made at least one day in advance. Next day inspection requests must be received on the request line no later than 3 p.m. to be added to the next day's inspection schedule.

Electrical Inspections (if applicable to your project)

Electrical inspections are conducted by one of the following town-approved electrical inspection agencies. These agencies will charge their own fee for the required inspection(s). The fee is not collected by the Town.

- Middle Department Inspection Agency (454-5191)
- Commonwealth Electrical Inspection Services, Inc. (624-2380)
- New York Electrical Inspection Agency (436-4460)

Irondequoit's Building Inspector will pick up the final electrical sticker at time of final inspection. If the final electrical sticker is not onsite at the time of final inspection, it can be dropped off at or mailed to the Building Department

Permit Application Fee:

Application and permit fees vary based on project scope. Fee(s) are payable by cash or check. Credit card payments can not be processed.

Letter of Credit

Depending on the scope of the project, the Town may require an applicant to provide a letter of credit.



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Lead-Safe Certification Requirements

The Renovation Repair & Painting Rule (RRP) is a federal regulation that requires lead-safety training and certification for anyone who is paid to perform work that disturbs paint in housing and child-occupied facilities built before 1978. Please refer to the Town's Lead-Safe Certification Requirements sheet available in the Building Department and on the Town's website for more information.

Other Approvals May Be Required Prior to Issuance of Building Permit

- Town of Irondequoit Department of Public Works approval (199 Permit) for work in Town Right-of-Way.
- Monroe County Department of Transportation (MCDOT) approval (136 and / or 239K Permit) for structures fronting on or having access from county roads.
- New York State Department of Transportation (NYSDOT) approval for structures fronting on or having access from New York State roads.
- Monroe County Health Department approval for septic systems and food establishments.
- Waterfront Properties: Army Corps of Engineers and NYS Department of Environmental Conservation (NYSDEC) approval where applicable.

Certificate of Occupancy / Certificate of Compliance

No land can be occupied or used, and no building which is erected, altered or extended can be used or changed in use until a Certificate of Occupancy / Certificate of Compliance has been issued by the Town of Irondequoit.

Once all required final inspections (e.g. building, plumbing and electrical) have been passed and final site approval has been verified, the corresponding certificate will be issued. The issuance of certificates requires a minimum of 24 hours after final inspection.

Penalties and Fines

As set forth in the Town Code of Irondequoit, work performed without the required building and/or plumbing permit(s) is a violation of town code and subject to penalties and fines.

Permit Hold

The Town of Irondequoit reserves the right to place a five (5) business day hold on any permit with a fee over \$50 to allow for the deposit of personal or business checks.