



TOWN OF WEBSTER

BUILDING PERMIT APPLICATION

Office (585) 872-7036 • Fax (585) 872-4437 • buildingdept@ci.webster.ny.us

OFFICE USE

BP# _____

Applicant/Contact Person: [] Check if applicant is property owner

Name: _____ Address: _____

Phone: _____ E-mail: _____

Property Owner Information:

Name: _____ Phone: _____

E-mail: _____ Cell Phone: _____

Contractor: [] Check if not applicable

Name: _____ Address: _____

Phone: _____ E-mail: _____

Job Location: _____

Description of Work: SURVEY MAP TO SCALE SHOWING LOCATION OF WORK ON PROPERTY IS REQUIRED

Construction Cost: _____

Note: Acceptance does not relieve the agent, architect, builder, engineer or owner from complying with any of the provisions of the NYS building codes, energy codes, SEQRA Act, local zoning etc., whether stated, implied or omitted in the plans and specifications submitted for the building permit.

By the signature below, on behalf of the applicant or owner, I hereby authorize representatives from the Town of Webster to enter the above referenced property, during normal hours, for the purpose of conducting inspections of the proposed construction/activity, as required by applicable law, rules, regulations ordinances and orders.

(Signature of Property Owner or Agent for Property Owner)

Date

FOR OFFICE USE ONLY:

Lot Information: Front _____ Left _____ Right _____ Rear _____ Zoning _____

Setbacks: Front _____ Sides _____ Rear _____

Approved



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Submission Requirements

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- All submissions will be reviewed by the Building Inspector and Department of Public Works (if necessary) for any proposed construction project.
 - All **Applicants** must submit proof of the following: Liability Insurance & Workers' Compensation Insurance, unless a Certificate of Attestation of exemption from the NYS Workers Compensation Board is submitted waving Workers' Compensation.
 - All Certificates are required to list The Town of Webster, 1000 Ridge Rd, Webster, NY 14580 as certificate holder.
1. **New Homes:**
 - a. A completed building permit application
 - b. **Two (2)** sets of printed plans; **One (1) set** must be stamped by a licensed architect/engineer and will remain in the Building department, **plus** one additional copy of plans to be submitted in pdf format
 - c. Energy Conservation Construction Code (RES-check Comp. Certificate/or other approved method)
 - d. Heat Calculations, Plot/Tape Map
 2. **Additions to Residential Properties:**
 - a. A completed building permit application
 - e. Construction drawings (**Two (2)** sets of stamped Architectural drawings if construction is over \$20,000, **plus** one additional copy of plans to be submitted in pdf format)
 - b. Instrument Survey of the property showing location of construction project
 3. **Permits are also required for:** accessory structures, sheds, above & inground pools, decks, cabanas, gazebos, arbors, generators, finished areas such as basements or bonus rooms, egress windows or bilco doors, demolition of a building, tank removal etc. Also for all signs. **Please call the office at (585) 872-7036 or visit the website at www.ci.webster.ny.us if you are unsure whether a permit is required for your project.**

(the following information is not applicable to some of these items)

 - a. A completed building permit application
 - b. **Decks** require a copy of the construction drawings with footings, framing and square footage indicated
 - c. An Instrument Survey of the property showing location of construction project
 - c. **Interior renovations** require a floor plan; **finished lower levels** may also require an egress window that meets NYS Building Codes and must be shown on the plans
 4. **Fences & Sheds**
 - a. A completed building permit application
 - b. If applying for a shed, specifications of shed must accompany the permit application
 - c. An Instrument Survey of the property showing location of construction project
(must follow guidelines for installation of sheds & fence, see website for complete details)
 5. **Re-Roof**
 - a. A completed building permit application
 - b. Proof of Insurance, Liability & Workers' Compensation
 6. **Commercial: New Construction, Renovation & Additions**
 - a. A completed building permit application
 - b. **Two (2)** complete stamped sets of plans
 - c. Proof of Insurance, Liability & Workers' Compensation
 - d. Any necessary ComChecks, code reviews or other paperwork required after review