



City of Batavia

1 Batavia City Centre Batavia, New York 14020
(585) 345-6345 Fax: (585) 345-1385

Building Permit Application

Instructions / checklist for applying for a Building Permit

1. Have you filled in all information completely and legibly?
2. Have you attached a copy of your survey, if applicable, with a dimensioned site plan of the project drawn on the survey?
3. Have you included a complete description of your project? (If you have drawings, please make sure they are to scale, dimensioned, and have enough detail to verify code compliance. A list of materials should be included. Plans prepared by a NYS licensed design professional may be required. You should speak with a Code Enforcement Officer regarding this requirement.
4. Have you signed and dated the application? You must be the owner of the property or authorized to act on behalf of the owner. The owner is the person who is legally responsible to obtain the building permit and comply with code requirements, even if someone else is hired to do the work.
5. Have you signed and dated all disclaimers associated with the project (roof and/or fence)?
6. Have you checked to see if other approvals are required for this project?
7. Have you signed and dated the application below the "Required Inspections" notice?
8. Has National Grid been contacted by applicant for sign off for pool projects – is copy of sign off letter from National Grid included?
9. If there is plumbing work to be done, has a plumbing permit been obtain by a City of Batavia Licensed Master Plumber? We have a list if you need it.

NOTE: THE PERMIT FEE WILL BE TRIPPLED FOR UNAUTHORIZED WORK STARTED PRIOR TO PERMIT ISSUANCE.

If you can answer "yes" to all of the above questions, you have completed the building permit application, if not; we may not be able to issue the permit without more information. If you have any question about what requirements apply or what information we need, please contact us at the above number.

Application Date: _____

APPLICANT NAME _____ PHONE _____

APPLICANT MAILING ADDRESS _____

APPLICANT EMAIL _____

Project Location and Information

Address of Project: _____

Owner: _____ Phone: _____

Owners Mailing Address: _____

Project Type/Describe Work

Estimated cost of work: _____

Describe project: _____

Contractor Information – Insurance certificates (liability & worker comp) required to be on file in our office before issuance of any permit. _____ Liability _____ Workers Comp

GENERAL

Name & Address: _____

Phone: _____

PLUMBING (City of Batavia Licensed Plumber Required)

Name & Address: _____

Phone: _____

HEATING

Name & Address: _____

Phone: _____

ELECTRICAL (Third Party Electrical Inspection Required)

Name & Address: _____

Phone: _____

FOR OFFICE USE ONLY

Zoning District: _____ Flood Zone: _____ Corner Lot: _____ Historic District/Landmark: _____

Zoning Review: _____ Variance Required: _____ Site Plan Review: _____ Other: _____

National Grid Sign Off (Pools): _____ Lot Size: _____

REQUIRED INSPECTIONS MAY INCLUDE

- ___ SITE
- ___ WATER SERVICE
- ___ SEWER SERVICE
- ___ FOOTING BEFORE PLACING CONCRETE
- ___ FOUNDATION BEFORE BACKFILL
- ___ FRAMING BEFORE ENCLOSING (After mechanical inspection)
- ___ ELECTRICAL BEFORE ENCLOSING (Note: Electrical must be inspected by an authorized Third Party Electrical Inspection Agency)
- ___ PLUMBING BEFORE ENCLOSING (City of Batavia Licensed Plumber Required)
- ___ INSULATION BEFORE ENCLOSING
- ___ ICE/WATER SHIELD
- ___ FINAL COMPLETION

ADDITIONAL INSPECTIONS MAY BE REQUIRED AS THE PROJECT PROGRESSES

A Certificate of Occupancy or Certificate of Compliance, as is appropriate, will be issued upon a passed final inspection. An addition, new building, change of use, or other space requiring a certificate of occupancy may not be occupied until the certificate is issued by the Code Enforcement Officer.

IT IS THE RESPONSIBILITY OF THE OWNER AND/OR AGENT TO CONTACT THIS OFFICE FOR ALL REQUIRED INSPECTIONS AND BE PRESENT DURING ALL INSPECTIONS. ALL APPLICABLE REGULATIONS SHALL APPLY. Please contact the Bureau of Inspection at (585) 345-6345 twenty-four (24) hours in advance to schedule all inspections.

In consideration of the granting of the permit hereby petitioned for, the undersigned agrees to: 1) comply with the terms thereof, the laws of the State of New York, the Ordinance of the City of Batavia, and the Regulations of the various departments of the County of Genesee and the State of New York; 2) preserve the established building line; 3) request all the necessary inspections and authorize and provide the means of entry to the Bureau of Inspection, and 4) will not use or permit to be used, the structure or structures covered by the permit until sanitary facilities are completely furnished and either a Certificate of Occupancy or Certificate of Completion is issued. The undersigned hereby certifies that all of the information in this petition is correct and true.

Applicant Signature

Date

Roofing Disclaimer

Per the uniform code of New York State:

R905.1.2 Ice barriers An ice barrier shall be installed under asphalt shingles, metal roof shingles, mineral surfaced roll roofing, slate and slate type shingles, wood shingles and wood shakes. The barrier will extend from the lowest edge of all roof surfaces covering a conditioned space, to a point not less than 24 inches inside the exterior wall line of the building. Roofs with a pitch of 8 in 12 or greater only requires 36 inches of barrier, measured from the roofs edge, along the slope.

R907.3 Recovering versus Replacement

New roof coverings shall not be installed without first removing existing roof coverings where any of the following conditions occur:

1. Where the existing roof or roof coverings is water-soaked or has deteriorated to the point that the existing roof or roof covering is not adequate as a base for additional roofing.
2. Where the existing roof covering is wood shake, slate, clay, cement or asbestos-cement tile.
3. Where the existing roof has two or more applications of any type of roof covering.

I, _____ owner and/or agency of the property located at _____
have reviewed and understand the requirements listed above.

Applicant Signature

Date

Fence Disclaimer

I understand Section 190-33.B Fences, Walls and Hedged of the City of Batavia Zoning Ordinance regulates the installation of fences as follows:

“Fences, hedges and walls in Residential Districts shall not exceed three (3) feet above ground level when located within fifteen (15) feet of the property line abutting any street and shall not exceed six (6) feet above ground level when located elsewhere on the property. However, there shall be no height limit for hedges in rear yards within residential zones. In commercial and Industrial Districts, fences, hedges, and walls shall not exceed eight (8) feet in height unless permitted by a special use permit from the Planning & Development Committee. A fence designed to be structurally supported by posts, cross members or rails on one (1) side only shall be erected with the posts, cross members or rails on the fence owner’s side, and the finished side of the fence shall face adjacent properties.”

I, _____, owner and/or agent of the property located at _____
understand that this permit is issued based on information supplied by owner/agent and that the City of Batavia accepts no responsibility for inaccurate installation or information supplied to secure the permit.

Applicant Signature

Date

NOTICE OF NYS CODE CHANGE EFFECTING ALL RESIDENTIAL STRUCTURES

Notice of Emergency Rule Adoption

Effective January 1, 2015

**Truss type, pre-engineered wood or timber construction
in Residential Structures**

Executive Law § 382-b, as added by Chapter 353 of the Laws of 2014, provides that any person utilizing truss type, pre-engineered wood or timber construction for the erection of any new residential structure, for any addition to an existing residential structure, or for any rehabilitation of an existing residential structure must (1) notify the local government that will issue the building permit that truss type, pre-engineered wood or timber construction is being utilized and (2) affix a sign or symbol to the electric box, if any, on the exterior of the structure indicating that truss type, pre-engineered wood or timber construction has been used.

A new Part 1265 to Title 19 of the New York Codes, Rules and Regulations (NYCRR) has been adopted. The new Part 1265 prescribes (1) the form to be used (see attached) to notify code enforcement officials that truss type, pre-engineered wood or timber construction is to be used in a residential structure; (2) the sign or symbol to be affixed to the exterior of a residential structure that has been constructed, added to or rehabilitated using truss type, pre-engineered wood or timber construction.

**Applicants utilizing truss type, pre-engineered wood construction in
residential structures must complete the attached notice**

NOTICE OF UTILIZATION OF TRUSS TYPE CONSTRUCTION, PRE-ENGINEERED WOOD CONSTRUCTION AND/OR TIMBER CONSTRUCTION

To: City of Batavia
One Batavia City Centre
Batavia, NY 14020

Owner name: _____
(print)

Address: _____ Phone: _____

Subject Property: _____ Tax number: _____

Please take notice that the (check applicable line):

- _____ new residential structure
- _____ addition to existing residential structure
- _____ rehabilitation to existing residential structure

to be constructed or performed at the subject property referenced above will utilize (check each applicable line):

- _____ truss type construction (TT)
- _____ pre-engineered wood construction (PW)
- _____ timber construction (TC)

in the following locations (check applicable line):

- _____ floor framing, including girders and beams (F)
- _____ roof framing (R)
- _____ floor framing and roof framing (FR)

Signature: _____ Date: _____

Print name: _____ Circle one: Owner, Owner rep., Contractor

Address: _____ Phone: _____
(if other than owner)