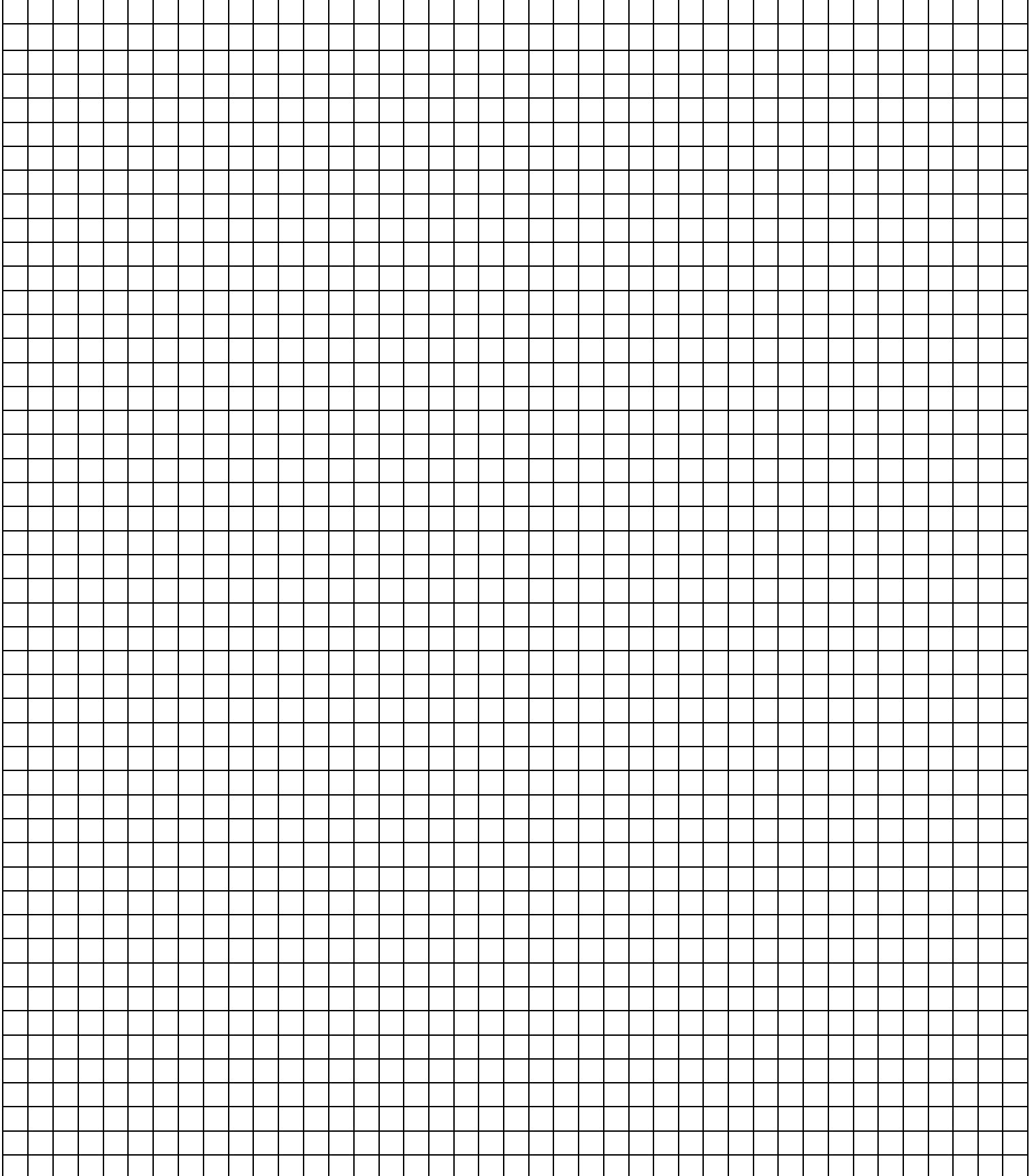




**PLEASE USE Plot Diagram Provided**  
**PLOT DIAGRAM INSTRUCTIONS**

- \* The plot diagram must show all existing buildings and structures as well as proposed on the property.
- \* Show dimensions in feet from the Proposed building or structure to All lot lines.
- \* Dimensions not needed for existing
- \* Identify adjoining parcels, the owners of the parcels and clearly identify Street names and property lines.
- \* For Remodeling Just show room by room the Dimensions of each Room \* Does Not Need To Be to Scale



## **BUILDING PERMIT INFORMATION**

**\*Do not proceed beyond points indicated below until the Code Enforcement Officer has Conducted the inspection and you are approved to move forward.**

(REQUIRED inspections are also listed on your permit)

**Contractors MUST** provide proof of Liability/Workers Compensation Insurance

Professional Stamped Blueprints – If your project is greater than 1,500 sq.ft or cost greater than \$20,000.00

Placement per plot diagram

Holes before placing post

Footing before pouring concrete

Footing before backfill

Framing before enclosing

Insulation before enclosing

Plumbing before enclosing

HVAC

Electrical before enclosing

Fire inspection

Electrical must be inspected by a Genesee County Certified inspector & a copy of inspection filed with the Town Clerk.

\*The cost of Electrical inspections are not covered in the zoning/ building permit Fee

Additional inspection Required (see attached inspection sheet)

Septic & Well must be approved and inspected by the Genesee County Health Dept & a copy filed with the Town Clerk.

\*The cost of Septic and Well permits are not covered in the cost of the Zoning/Building Permit Fee

Final inspection

Issuance of Certificate of Occupancy/Compliance

\*Certificate of Occupancy / Compliance will not be issued until All inspections are completed and All required documents are filed with the Town Clerk.

*\*It is the responsibility of the applicant to contact and arrange inspections with the Code Enforcement Officer*

### **READ**

**All work shall be executed in the strict compliance with this permit application, approved plans and the NYS Uniform Fire Prevention and Building Code, or any other laws, rules or regulations that apply.**

**This building permit does not grant permission to violate Federal, State or Local Laws.**

Permission is hereby granted to proceed with the work as set forth in this application to the specifications, plans or statements now on file with this department. Any amendments made to the original plans or specifications must be submitted for approval by the Code Enforcement Officer.

**Date issued** \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Signature of Code Enforcement Officer  
NYS Certification # **NY0000344**

## **Special Notes:**

**A Professional Stamped Blueprint is required if your project is:**

- A New Dwelling
- An Addition, Alteration over 1,500 square feet
- Or costing \$20,000 or more

### **New Build – Dwelling with Basement:**

If the basement has a 7.5 ft. high ceiling or higher (finished or unfinished), it is considered living space and will be charged accordingly on the building permit.

**A copy of Factory installation and maintenance specifications is required for:**

- All Heating and Central Air Conditioning units

**Pools, Spas and Hot Tubs must be installed according to NYS Code**

- Code Specifications available at Town Clerk's Office

---

**For Zoning and Code Enforcement Questions or Inquiries,  
Please call Or email;**

**William McGorray**

**(585) 948-9341, option 5 or email [wmegorra@gmail.com](mailto:wmegorra@gmail.com)**

---

**Please drop off your completed application to**

Town Clerk's Office  
2218 Judge Road  
Oakfield, NY 14125  
Phone: (585) 948-9341

Office Hours: Starting January 2018

Monday: 8:00 to Noon & 1:00 to 4:00

Tuesday: 9:00 to 2:00 & 5:00 to 7:00

Wednesday: 8:00 to Noon & 1:00 to 4:00

Thursday: 8:00 to Noon & 1:00 to 4:00

\* \* \* \* \*

### **Other important Phone Numbers:**

\*Empire inspections

Certified Electrical inspector

Tim Enderby (585) 798-1849

\* Commonwealth Electrical

Certified Electrical inspector

Frank Boncore (716) 207-0422

### ***Well/Septic Inspections:***

Genesee County Health Department (585) 344-2580