

1. General Information

The remodel of or addition to a single family dwelling requires a building permit. The permit process insures that all construction will comply with the New York State Residential Building Code & Town of Greece Zoning Ordinance. When additions, alterations or repairs, requiring a permit occur, smoke detectors shall be installed in each sleeping room and at a point centrally located in the corridor or area giving access to each separate sleeping area. Where the wiring is accessible the smoke detectors shall receive their primary power from the commercial service, and be provided with battery backup. Where the wiring is not accessible the smoke detectors may be solely battery operated.

2. Plan Submittal

- Two copies of a site plan, plot plan and/or Property Survey of your property with dimensions indicating the location of the addition on the property and showing setbacks, driveways and other flat-work, and location of property pins.
- Any project involving the creation of new plumbing lines will require a plumber with the Town of Greece to sign the building permit application.
- Two sets of plans with engineers seal, if value of construction is equal to or over \$20,000 per New York State Education Law. These plans shall depict dimensions indicating how the structure will be constructed. These plans should include foundation plans floor plans, elevation drawings, materials used and spacing of framing members.
- Energy code calculations confirming compliance with the requirements of the Energy Conservation Code of New York (Typically a Res-Check).
- Town or County Highway Permits (If needed).
- Heat Loss Calculation - states what size furnace will need to be in order to properly heat the habitable space.

3. Contractors as Applicants Requirements

The contractor will provide original certification of Workman's Compensation and Liability Insurance coverage (forms C-105.2 or U-26.3), naming the Town of Greece as the certificate holder. For self-employed contractors, a waiver (form CE-200) of Workman's Compensation may be submitted.

4. Inspections

The following inspections will be required upon completion of each stage of work:

- Footing
- Foundation-before backfilled
- Underground Plumbing
- Rough Framing, Rough Heating, Rough Plumbing (Pre-Insulation)
- Insulation
- Final Grading
- Final Electrical Inspection with one of the three listed agencies:
 - Commonwealth Electrical Inspection Service, Inc.
(585)624-2380
 - Middle Department Inspection Agency
(585)454-5191
 - New York Board of Fire Underwriters
(585)436-4460
- Final Inspection



At the time your permit was issued, you received a list of required inspections specific to your job.

5. Fees and Applications

A permit fee is required, and an application must be completed and submitted to the Technical Services Department at 1 Vince Tofany Blvd. Please contact the Technical Services Department at (585)723-2443 for additional information.

6. Why do I need a permit?

A permit system is the typical method used to determine whether a proposed construction or installation complies with zoning laws and building codes. The building permit review process and inspections are intended to secure the public protection from the hazards of fire and inadequate building construction, and to ensure that the requirements of the New York State Uniform Fire Prevention and Building Code have been satisfied.

7. Where do I go to get a building permit?

A property owner, or his agent (contractor), may apply for a building permit at the Greece Town Hall, 1 Vince Tofany Blvd., Monday through Friday, 9 am – 5 pm.

8. Who should prepare construction drawings?

The New York State Education Law requires that all plans, drawings, and specifications filed with a local building official, shall bear the seal of a licensed professional architect or engineer, if the alterations cost \$20,000 or more including labor, or in the opinion of the Technical Services Department materially affects the structural safety of the building.

9. How long does it take to get a permit?

Depending on the demand imposed by applications, complete residential permit requests generally result in a permit with ten (10) business days. All permit applications are handled on a first come, first served basis. Emergency work, such as the replacement of a furnace, may be performed and inspected so long as a complete permit application is received within three (3) business days after the replacement. Arrangements for inspection should be made as soon as possible to confirm the safety of the installation and inspections will be performed in advance of permit issuance.

10. How will I know when my permit is ready?

- A correct application with payment will result in a permit being mailed to the applicant after the application review
- A correct application lacking only payment will result in a notification by phone or mail that the permit is ready to be picked up at the Technical Services Department

A rejected application will result in notification by mail to the applicant of the reasons for rejection. The application will be held until the applicant has corrected the noted deficiencies on the plans, or canceled the project.

11. Common Inspection Procedures

- An adult (18 years of age or older) must be on site at the time of inspection.
- The inspector will ring doorbell or knock on the front door. They will not enter garages, breezeways, etc. If no one is home, generally the inspector will complete an exterior inspection (i.e. footing, foundation, pool, or decks) if there is unobstructed access. The inspector may complete an inspection report stating that no one was home, making it necessary to schedule another inspection, with report mailed to permit applicant.
- At the time of the inspection request, please notify us if you are not going to be home. We will advise you at that time if your inspection can be completed.
- Inspection times vary with the complexity of construction or item.
- Please be prepared to take the inspector directly to the inspection area or item. You must be able to provide safe passage (i.e. ladders, etc.) If there are deficiencies, a written report will be left on site after it has been signed by both the inspector and homeowner or agent.
- After receiving a notice of inspection failure, you should not proceed with your project unless it is noted on the inspection report or inspection sticker that you may do so.
- After the deficiencies have been corrected or completed, please call for re-inspection.

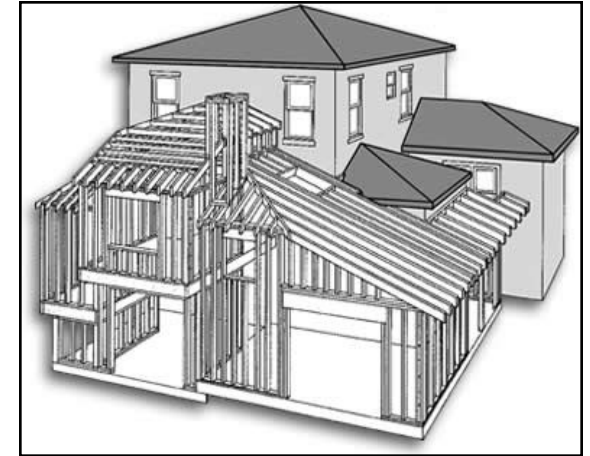
When all required inspections are completed, a Certificate of Occupancy or Certificate of Compliance will be issued in a timely manner. The applicant may pick it up at the Technical Services Department, or it can be mailed to the applicant if it is more convenient.

Smoke & Carbon Monoxide detectors shall be installed in every dwelling as required by New York State Law.

TOWN OF GREECE
1 VINCE TOFANY BOULEVARD
GREECE, N.Y. 14612



Town of Greece
Technical Services



ADDITIONS & REMODELS TO SINGLE FAMILY DWEILLINGS

The remodel of or addition to a single-family dwelling requires a building permit. All construction must comply with the Residential Code of NYS as adopted and amended by the Town of Greece, as well as the town's Comprehensive Zoning Ordinance.

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1 Vince Tofany Boulevard
Greece, New York 14612
(585) 723-2443