

## I. PERMITS

To obtain a permit, you must provide the following information with the completed permit application form, available at the Technical Services:

### A. Tape Location Map or Instrument Survey Map

Copies of this map are often included with the papers you received at closing or at the office of the mortgage holder. Copies may be found in Technical Services files, for some properties. Please call ahead to determine availability.

The tape location or survey snap must show the following information:

1. The dimensions of the building.
2. The scaled location of the proposed building dimensioned to property lines and other structures, including pools.

### B. Cost of Construction (Value)

This must be reported to the department on the application for a building permit. The value of construction is defined as:

‘The cost of the improvement, including the value of donated or own material or labor. For contractor performed work, it is the total contract cost.’

Technical Services can supply data for those cases where the actual value cannot be determined by the applicant.

### C. Construction Drawings

One set of construction drawings must be submitted for all accessory buildings, except for prefabricated storage and tool sheds under two hundred (200) square feet in size. For accessory buildings proposed to be located in a flood zone, as identified on a Federal Emergency Management Agency Flood Plain Map, foundation plans are also required.

Construction drawings shall include:

- 1.) A Floor Plan
- 2.) Elevations
- 3.) Cross sections
- 4.) Material types and sizes

These drawings must have a consistent scale, be legible, and have proper dimensions. Technical Services may request additional information for review.

### D. Electrical Service

Contact numbers of licensed inspection agencies are available at the front service counter at Technical Services but also as follows

Commonwealth Electrical Inspection Service 624-2380  
Middle Department Inspection Agency 454-5191  
New York Board of Fire Underwriters 436-4460

## E. Contractors As Applicants – Requirements

The contractor will provide original certification of Workman’s Compensation and Liability Insurance coverage, naming the Town of Greece as the certification holder. For self-employed contractors, a waiver of Workman’s Compensation may be submitted (CE-200)

## F. Permit Fees

Permit fees vary from year to year. They are user fees that offset the cost of permitting, inspection, and records maintenance. The State of New York requires records for this type of permit and inspections performed, and the Town of Greece must maintain these records and keep them on file for seven years after the demolition of the structure.

It is requested that you submit a check or money order at the time of application to allow us to mail your completed building permit to you when the department has completed its review. If you want to pay with cash, you must return to the Town Hall to pay for, and pick up your completed permit.

## G. To Obtain a Permit for Existing Accessory Building

It is not always possible for the Town to issue a permit for an existing accessory building. Often existing buildings that were installed without a permit do not conform to the Building Code or Zoning Ordinance, and must be removed, modified, or a variance requested.

## II. INSPECTIONS

### A. Electrical Installation

The Town of Greece licenses electrical inspection agencies to perform inspections of all electrical installations. Address any questions regarding the electrical component of the installation to the licensed agency that you have chosen to inspect the work.

### B. Building Inspection

An inspection is required upon completion, for all accessory buildings that required the submission of construction drawings (request inspections by calling 723-1923). If the inspection performed by Technical Services results in an approval, a Certificate of Compliance will be mailed to the permit applicant. Electrical inspections must be performed by an electrical inspection agency licensed by the Town of Greece, before Technical Services final inspection is performed.

## III. Glossary of Terms Used in This Brochure

### Accessory Building

A building that is customarily incidental, secondary, or subordinate to that of the principal building, and which is a structure wholly or partially enclosed with walls, and having a roof which affords shelter.

### Building Height

The vertical distance from grade plane to the average height of the highest roof surface.

### Corner Yard

The space between the side of a building and the corner lot line, extending from the front yard to the rear lot line.

### Easement

An interest in land owned by another that entitles the easement holder to a specified limited use or enjoyment.

### Front Yard

The space between the front of a building as determined by the Building Inspector, and the front lot line, extending the entire width of the lot on which said building is located. For “waterfront lots”, the front yard shall be the yard adjoining the body of water.

### Gross Floor Area

The sum of the area of all floors in building measured from exterior walls, including basements and cellars as defined in and regulated by the New York State Uniform Fire Prevention and Building Code.

### Rear Yard

The space between the rear of a building and the rear lot line. In the case of an interior lot, the ‘rear yard’ shall extend the entire width of said lot. In the case of a corner lot, the ‘rear yard’ shall extend from the corner yard to the side lot line.

### Side Yard

The space between the side of a building and a side lot line, extending from the front yard to the rear yard.

### Shed

An accessory building of two hundred (200) square feet or less in area.

### Through Lot

A lot which has frontage on two (2) parallel or generally parallel streets.

### Variance

A grant of relief from the requirements of the Zoning Code which permits construction or use in a manner that would otherwise be prohibited by the Zoning Code.

### Waterfront Lot

A lot which adjoins Lake Ontario, Salmon Creek, Braddock Bay, Cranberry Pond, Long Pond, or Round Pond.

## IV. Area & Height Regulations (Excluding Farms)

### A. The maximum height shall be seventeen (17) feet.

1. The maximum gross floor area of all accessory buildings and attached garages on the premises is regulated by Zoning District.
2. The sum of the area of the footprints of all the structures on a lot may not exceed twenty-five (25) percent of the total lot area.

## V. Locating an Accessory Building

### A. Accessory Buildings

Other than garages, they are permitted in rear yards only. Ganges may be permitted in side yards.

### B. Setback to Property Lines

1. Accessory buildings shall conform to the setback established in the Town of Greece Zoning Ordinance.
2. Accessory buildings, other than sheds, must generally be set back from side and rear lot lines a dimension equal to or greater than (10) percent of the lot width, but not less than six (6) feet, nor more than ten (10) feet.
3. Sheds must have a minimum setback to rear and side property lines, this number is determined by Zoning District.

The required setback for accessory buildings on a through lot can vary by zoning district. An applicant should consult Table I of the Town of Greece Zoning Ordinance, or request assistance at the Technical Services counter.

### C. Setback to other Structures

1. Typical wood frame accessory buildings must be at least four (4) feet from any other building
2. Accessory buildings shall be at least ten (10) feet away from any swimming pool.. Relief (variance) may be requested from any of the aforementioned setback, area, size, and height requirements through application to the Town of Greece Board of Zoning Appeals.

### D. Separation From Active Well or Private Waste Disposal System

All buildings are required to be at least fifteen (15) feet away from active well or private waste disposal (septic) systems, unless written relief is obtained from the Monroe County Health Department.

## VI. Special Requirements for Flood Hazard Locations

Accessory buildings located in flood plains, as identified by the Federal Emergency Management Agency, must be constructed in a manner that limits flood damage and floatation during flood events. An additional permit fee is required for structures located in an identified flood hazard area.

## VII. Some Common Mistakes to Avoid

Placing structures within existing easements without first obtaining a license agreement, release of easement, or other written permission of the easement holder.

Violating deed restrictions. In many cases, the intended construction activity of the applicant is restricted by deed and/ or the applicants participation in a homeowners association.

Exceeding the maximum total gross floor area of all accessory buildings and attached garages on the premises.

Exceeding the lot coverage limitation of twenty-five (25) percent. The lot coverage is the sum of the area of the footprints of all the structures, including pools, divided by the total lot area.

Filling or placing a structure within a designed sale that channels storm water runoff, without obtaining the written approval of the Town of Greece Engineering Office.

Garages require floors that are non combustible and are resistant to petroleum based products. Do not use asphalt or stone as floor material.

Avoid placing structures over abandoned septic fuel tanks that have not been properly closed.

Building permits for accessory structures expire one year after issuance. Projects not completed in that time period require a permit renewal, for which there is a fee.



## Town of Greece Technical Services

TOWN OF GREECE  
1 VINCE TOFANY BOULEVARD  
GREECE, NEW YORK, 14612



### RESIDENTIAL SHEDS

**Shed** - An accessory building of two hundred (200) square feet or less in area. Sheds are customarily incidental, secondary, or subordinate to that of the principal building.

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, New York 14612  
(585) 723 - 2443

### Information Resources

New York State Uniform Fire Prevention & Building Code  
Department of State  
41 State Street  
Albany, NY 12231

Zoning Ordinance  
Town of Greece  
1 Vince Tofany Boulevard  
Rochester, New York 14612