- 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 Technical Services.
- 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 cancelled the project.

12. How do I pay for a permit?

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 Technical Services has completed its review. If you want to pay with cash, credit or debit you must return to the Town Hall to pay for, and pick up your completed permit.

Building permit fees are based on the value of construction. The value of construction is defined as:

"The cost of the improvement, including the value of donated or own material or labor. For the 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.

13. When can I start work?

Except in the case of an emergency, you may not proceed until the receipt of a permit.

14. Who performs the inspections of a residential project?

In each community, there is designated a code enforcement official, generally a local government employee, who inspects construction to the standards of the New York State Uniform Fire Prevention & Building Code. In the Town of Greece, Town inspectors perform all inspections except electrical. Inspections of electrical work are done by agencies licensed by the Town. The applicant chooses a registered agency to perform the required inspections of electrical work.

15. When do I need a construction inspection?

Technical Services, supplies a specific list of required inspections to the applicant, along with the building permit. Generally, the Town inspects construction at the following stages:

- Footings before pouring.
- Foundations before backfill..
- Framing and plumbing before the installation of insulation.
- Insulation before finish materials are applied.
- Final before use or occupancy.

A representative of the applicant should be on site at the time of inspection to receive the inspection report from the inspector. A copy of the inspection report will be mailed to the applicant if the inspector is unable to leave it with someone at the time of inspection.. They will also affix a sticker conspicuously to a window with a phone number where they can be reached.

16. How do I request a construction inspection?

Construction inspections are ordered by calling 723-1923, the day prior to the inspection.

17. How does the Town assign inspections?

Inspectors are assigned inspections each day, based on the locations of the requests, to minimize travel. This method assures an efficient mix of inspectors for each project, raising the quality of the cumulative inspections and provides the most timely possible response to inspection requests.

This Certification is a legal document that states that your project is completed, complies in all respects with applicable federal, state, and local codes, rules, regulations, and to the plans submitted. Such a certification is required by State law before a permitted project may be occupied or put into use. Failure to obtain a required certification may interfere with further efforts to sell the property.

18. What is a Certificate of Occupancy or Compliance ("C/O" or "C/C")?

This Certification is a legal document that states that your project is completed, complies in all respects with applicable federal, state, and local codes, rules, regulations, and to the plans submitted. Such a certification is required by State law before a permitted project may be occupied or put into use. Failure to obtain a required certification may interfere with further efforts to sell the property.

19. Are there any rules other than the New York State Uniform Fire Prevention & Building Code that might have an impact on my proposed project?

Yes. The Town of Greece Technical Services Department administers and reviews your building permit application for conformance to the following requirements:

- The Town of Greece Zoning Ordinance
- The Coastal Erosion Hazard Area Law
- Construction in a Flood Plain Identified by The Federal Emergency Management Agency

20. What is zoning?

The Zoning Ordinance of the Town of Greece regulates the use of land, and the location and size of structures within the Town. When a permit request indicates that an intended activity or structure will result in a violation of any provision of the Zoning Ordinance, the Building Inspector will deny the permit request. The applicant is then referred to the Zoning Office, where an appeal of the denial (variance) may be requested.

This request for a variance is heard by the Board of Zoning Appeals at a public hearing. This Board has the authority to provide the relief requested, as well as grant special permits for certain regulated activities, such as home occupations. Residents with zoning related questions should contact the Zoning Office, at 723-2284.

Town of Greece

Technical Services

William D. Reilich, Supervisor

GUIDELINES TO TYPICAL RESIDENTIAL PERMITS

This pamphlet is intended to provide you with general guidance to the permitting process for typical residential projects.

Town of Greece

One Vince Tofany Blvd
Greece, NY 14612

Phone: 585-73-2443
Fax: 585-723-2457

1. What would require a building permit?

Generally, permits are required for:

- Construction of a new house or building.
- Add or make structural alterations.
- Construct or replace a deck.
- Replacing a roof that needs new plywood or sheathing.
- Install or replace a pool, spa, or hot tub.
- Build or enclose a porch.
- Construct an accessory building (shed and other structures detached from the principle building).
- Install a fence.
- Convert an attic or basement to usable space such as a recreation room.
- Demolish any building interior or building section.
- Repair structures damaged by fire.
- Install any wood burning appliance.
- Install a chimney liner or repair chimney.
- Install or replace any gas appliance, including furnaces or water heaters.
- Erect any sign.
- Add fill, excavate or change existing drainage.
- Move any building.
- Install any lawn sprinkler system.
- Install new, or extend existing plumbing.
- Alter or extend the electric system (see question # 4).

Many projects require permits. If you are in doubt about whether the project that you intend to undertake will require a permit, please call the Technical Services Department, at 723-2443.

2. What can I do without a permit?

- Make ordinary repairs with like or similar
- material to restore original conditions that do not affect structural features or involve the installation or extension of electrical or plumbing systems.
- Install sidewalks or grade level patios on private property but not within public right of way.
- Install roofing or siding without affecting structural elements
- Replace gutters or downspouts.
- Repair or expand your driveway with no work in the right-of-way.
- Replace plumbing fixtures, or perform ordinary repairs to existing plumbing systems
- Repair existing gas appliance
- Install windows and doors in existing openings without structural alteration.
- Install gas appliances that are not required to be vented such as dryers and stoves.

3. Why do I need a permit?

A permit 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 & Building Code have been satisfied.

4. Who inspects electrical work?

The Town of Greece registers electrical inspection agencies to perform inspections of all electrical installations; Application forms for electrical inspections are available at the Technical Services counter. Address any questions regarding the electrical component of the installation to the registered agency that you have chosen to inspect the work.

5. Where do I get a building permit?

A property owner, or his agent (contractor), may apply for building permit at the Technical Services located at the Greece Town Hall (1 Vince Tofany Boulevard) or go online at:

www.greeceny.gov

6. Who should apply for the building permit?

It is recommended that the applicant should be the person, or firm, who is performing the work. The applicant has responsibilities to provide proof of required insurance, and compliance with "Provisions of the New York State Uniform Fire Prevention & Building Code", Homeowners may apply for the permit even if the work is to be performed by others, but must be willing to accept a higher level of responsibility and liability for compliance with various laws, rules, and regulations.

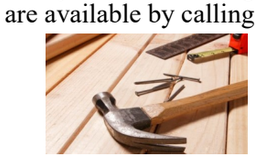
The contractor must provide a Certificate of Liability Insurance, which will be kept on file with the Town of Greece. A Certificate of Workman's Compensation will also be required on either a C-105.2 or U-26.3 Forms. For self-employed contractors, the CE-200 waiver of Workman's Compensation may be submitted.

7. What is the New York State Uniform Fire Prevention & Building Code?

This code is the minimum construction standard set by New York State law, for all building project related activities performed within the State of New York.

8. What do I need to bring when I apply??

Different permits require different construction documents. All the appropriate information must be submitted with application. Incomplete applications are not accepted. To assist you, the following project specific pamphlets, are available by calling 723-2443:



- Deck & Pool Decks
- Swimming Pools
- Residential Additions & Remodeling
- Fences
- Freestanding Accessory Buildings
- Residential Gas Appliances
- Solid Fuel Burning Appliance (woodstoves)
- Residential Lawn Sprinklers - Monroe County

9. 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 effects the structural safety of the building.

10. 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 within ten (10) business days. All permit applications are handled on a first come, first serve 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.

11. How will I know my permit is ready?

- A correct application with payment will result in a permit being mailed to the applicant after the application review.