



TOWN OF WEBSTER

BUILDING PERMIT APPLICATION

Office (585) 872-7036 • Fax (585) 872-4437 • building@websterny.gov
1000 Ridge Road, Webster NY 14580

OFFICE USE

BP# _____

Job Site Address: _____

Applicant/Contact Person: ☐ Check if applicant is property owner

Name: _____ Address: _____

Phone: _____ E-mail: _____

Property Owner Information:

Name: _____ Phone: _____

E-mail: _____ Cell Phone: _____

Contractor: ☐ Check if not applicable (CE-200 will be required)

Name: _____ Address: _____

Phone: _____ E-mail: _____

Description of Work: SURVEY MAP TO SCALE SHOWING LOCATION OF WORK ON PROPERTY IS REQUIRED

Proposed Dimensions / Total SF: _____ / _____ **Zoning Board Approval:** Yes / No / Unknown

Construction Cost: _____ **Planning Board Approval:** Yes / No / Unknown

Note: Acceptance does not relieve the agent, architect, builder, engineer or owner from complying with any of the provisions of the NYS building codes, energy codes, SEQRA Act, local zoning etc., whether stated, implied or omitted in the plans and specifications submitted for the building permit.

By the signature below, on behalf of the applicant or owner, I hereby authorize representatives from the Town of Webster to enter the above referenced property, during normal hours, for the purpose of conducting inspections of the proposed construction/activity, as required by applicable law, rules, regulations ordinances and orders.

(Signature of Property Owner or Agent for Property Owner) _____

Date _____

FOR OFFICE USE ONLY:

Lot Information: Front: _____ Left: _____ Right: _____ Rear: _____ **Zoning:** _____

Setbacks: Front: _____ Sides: _____ Rear: _____ / Sqft: _____

Inspections Required:

- | | |
|-------------------------------------|--|
| <input type="checkbox"/> Footing | <input type="checkbox"/> Rough Framing |
| <input type="checkbox"/> Foundation | <input type="checkbox"/> Rough Plumbing |
| <input type="checkbox"/> Insulation | <input type="checkbox"/> Under Slab Plumbing |
| <input type="checkbox"/> Final C/O | <input type="checkbox"/> Electrical Inspection |
| <input type="checkbox"/> Final C/C | <input type="checkbox"/> Other: _____ |

Approved



TOWN OF WEBSTER

Submission Requirements

Office (585) 872-7036 • Fax (585) 872-4437 • building@websterny.gov

- All submissions will be reviewed by the Building Inspector and Department of Community Development (if necessary) for any proposed construction project.
 - All **Applicants** must submit proof of the following: Liability Insurance & Workers' Compensation Insurance, unless a Certificate of Attestation of exemption from the NYS Workers Compensation Board (**CE-200**) is submitted waving Workers' Compensation.
 - All Certificates are required to list The Town of Webster, 1000 Ridge Rd, Webster, NY 14580 as certificate holder.
1. **New Homes:**
 - a. A completed building permit application
 - b. **Two (2)** sets of printed plans; **One (1) set** must be stamped by a licensed architect/engineer and will remain in the Building department, **plus** one additional copy of plans to be submitted in pdf format
 - c. Energy Conservation Construction Code (RES-check Comp. Certificate/or other approved method)
 - d. Manual "J"/ Heat Calculations, Plot/Tape Map
 2. **Additions to Residential Properties:**
 - a. A completed building permit application
 - e. Construction drawings (**Two (2)** sets of stamped Architectural drawings if construction is over \$20,000, **plus** one additional copy of plans to be submitted in pdf format)
 - b. Instrument Survey of the property showing location of construction project
 3. **Permits are also required for:** accessory structures, sheds, above & inground pools, decks, cabanas, gazebos, arbors, generators, finished areas such as basements or bonus rooms, egress windows or bilco doors, demolition of a building, tank removal etc. Also for all signs. **Please call the office at (585) 872-7036 or visit the website at www.websterny.gov if you are unsure whether a permit is required for your project.**
(the following information is not applicable to some of these items)
 - a. A completed building permit application
 - b. **Decks** require a copy of the construction drawings with footings (size/ depth), framing (size/ spans), and square footage indicated
 - c. An Instrument Survey of the property showing location of construction project
 - c. **Interior renovations** require a floor plan; **finished basements** will require an egress window to be installed that meets NYS Building Codes and must be shown on the plans
 4. **Fences & Sheds**
 - a. A completed building permit application
 - b. If applying for a shed, specifications of shed must accompany the permit application
 - c. An Instrument Survey of the property showing location of construction project
(must follow guidelines for installation of sheds & fence, see website for complete details)
 5. **Re-Roof**
 - a. A completed building permit application
 - b. Proof of Insurance, Liability & Workers' Compensation
 6. **Commercial: New Construction, Renovation & Additions**
 - a. A completed building permit application
 - b. **Two (2)** complete stamped sets of plans
 - c. Proof of Insurance, Liability & Workers' Compensation
 - d. Any necessary ComChecks, Water Usage, code reviews or other paperwork required after review

Town of Webster

Building Department



1000 Ridge Road, Webster, NY 14580 (585)872-7036 Website: www.ci.webster.ny.us

SWIMMING POOL/ SPA SUPPLEMENT TO BUILDING PERMIT APPLICATION

- As the **HOMEOWNER**, I have applied for a building permit for a :
☐ Above Ground Pool ☐ In ground Pool ☐ Hot Tub/ Spa
- I acknowledge that I am responsible for the :
☐ Fence ☐ Enclosure ☐ Electrical (Including Inspection)
- I acknowledge that I am responsible for the **FINAL INSPECTION** and will schedule this by calling the Town of Webster Building Department at (585) 872-7036.
- As the **CONTRACTOR**, I have applied for a building permit for a :
☐ Above Ground Pool ☐ In ground Pool ☐ Hot Tub/ Spa
- I acknowledge that I am responsible for the :
☐ Fence ☐ Enclosure ☐ Electrical (Including Inspection)

I FURTHER UNDERSTAND THAT THE POOL/ HOT TUB/ SPA, **MAY NOT BE USED** UNTIL ALL INSPECTIONS ARE MADE AND A **CERTIFICATE OF COMPLIANCE** HAS BEEN ISSUED BY THE TOWN OF WEBSTER.

CHECK APPROPRIATE BOX :

- ☐ **HOT TUB/ SPA –A portable or non portable structure intended for recreational or therapeutic bathing, in which all controls, water-heating and water-circulating equipment are an integral part of the product. Spas are shallow in depth and are not designed for swimming or diving.**

A fence/ enclosure plan must be submitted for any Hot Tub/ Spa that has sides less than 48 inches in height from any accessible area surrounding it. Plan shall include; height, location of self-closing/ latching gate, if the house is part of the permanent barrier all doors within pool area must have UL2017 compliant alarms and windows within pool area may not open more than 4 inches.

-OR-

The Hot Tub/ Spa must be equipped with a safety cover compliant with **ASTM F1346**.

CONTINUED —————>

POOL - Any structure, basin, chamber or tank which is intended for swimming, diving, recreational bathing or wading and which contains, is designed to contain, or is capable of containing water more than 24 inches deep at any point. This includes in ground, above-ground (to include inflatable) and on-ground pools; indoor pools; hot tubs; spas; and fixed-in-place wading pools.

☐ **IN GROUND POOL** – A fence/ enclosure plan **MUST** be submitted before a building permit is issued for inground pools. Existing site drainage **CANNOT** be altered and grading will be part of the final inspection. (Plan shall include; height, location of self-closing/ self-latching gate(s), if the house is part of the permanent barrier all doors within pool area must have UL 2017 compliant alarms and windows within pool area may not open more than 4 inches. **ALL** pools **MUST** have an installed/functioning surface alarm.

☐ **ABOVE GROUND POOL** – A fence/ enclosure plan **MUST** be submitted for a above ground pool with attached deck or if deck is attached to a house or if any excavation work is done to provide level ground for the pool installation. Existing site drainage **CANNOT** be altered and grading will be part of the final inspection. If pool edge is **LESS THAN 48 inches** or if there is access to pool from a deck the plan shall include; height, location of self-closing/ self-latching gate(s), if the house is part of the permanent barrier all doors within pool area must have UL 2017 compliant alarms and windows within pool area may not open more than 4 inches. **ALL** pools **MUST** have an installed/ functioning surface alarm.

I have reviewed the information above and received a copy of the Town of Webster Codes and Regulations for Pools/ Hot Tubs/ Spas and requirements for permanent barriers.

Signature

Date

Print Name

Phone Number

Property Address

(For Town Use Only) Building Permit Number : _____



-20' WIDE STORM
SEWER & DRAINAGE
EASEMENT TO THE
TOWN OF
(PER REF. No. 1)

**NO POOLS PERMITTED
IN ANY EASEMENTS ON
PROPERTY WITHOUT A
LICENSING
AGREEMENT WITH THE
TOWN OF WEBSTER**

- POOL SURFACE ALARM
MUST COMPLY WITH
ASTM F2208.
- POOL ENCLOSURE /
BARRIER MUST
COMPLY WITH R326.4.2
IN NYS RESIDENTIAL
CODE BOOK.

FENCE LOCATION
& HEIGHT

SELF CLOSING/ SELF
LATCHING GATE LOCATION &
HEIGHT OF LATCH (Min 54")

**FENCE ENCLOSURE
MUST BE AT LEAST 48"
HIGH WITH SELF
CLOSING/ SELF
LATCHING GATES**

**POOL SPECIFICATIONS
NEEDED:**

- DIMENSIONS OF POOL
- MATERIAL OF POOL

**POOL MUST BE AT
LEAST 15' AWAY FROM
PROPERTY LINE**

- DOORS THAT HAVE
DIRECT ACCESS TO
POOL AREA MUST HAVE
A UL 2017 LISTED DOOR
ALARM INSTALLED.
- OPERABLE WINDOWS
THAT HAVE DIRECT
ACCESS TO POOL AREA
MUST HAVE A STOP/
BLOCK TO KEEP
WINDOW FROM OPENING
MORE THAN 4".

CERTIFICATION:

COMPLETED JUNE 18, 2018
AND REFERENCED TO STATE OF NEW YORK

N.Y.S.P.L.S. No. 50791 DATE

REFERENCES:

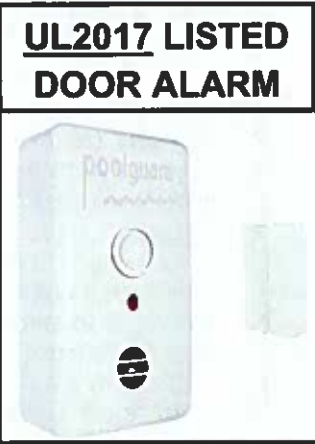
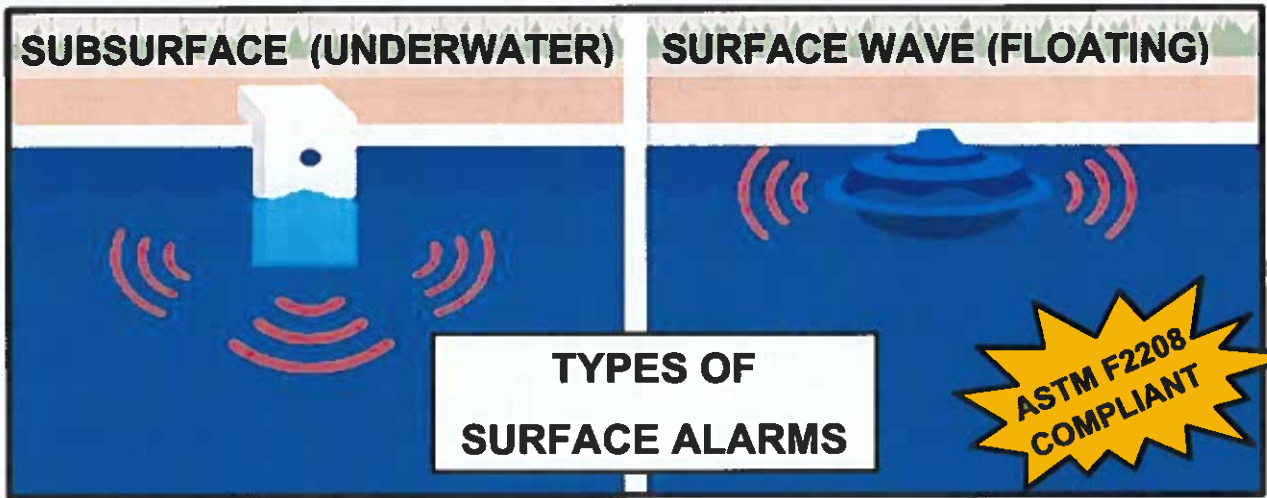
- 1.)
- 2.)
- 3.)
- 4.)
- 5.)

NOTES: 1.) PREMISES SUBJECT TO ALL EASEMENTS, RESTRICTIONS & COVENANTS OF RECORD
NOT REFERENCED IN ABSTRACT OF TITLE.
2.) THE USE OF THIS MAP IN CONJUNCTION WITH AN AFFIDAVIT OF NO CHANGES
RELEASES THE SURVEYOR OF ALL RESPONSIBILITY

TITLE:

INSTRUMENT SURVEY MAP

EXAMPLE



POOL FENCE & GATE REQUIREMENTS

