



TOWN OF WEBSTER

BUILDING PERMIT APPLICATION

Office (585) 872-7036 • Fax (585) 872-4437 • buildingdept@ci.webster.ny.us
1000 Ridge Road, Webster NY 14580

OFFICE USE
BP# _____

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: _____

Job Site Address: _____

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

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

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



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Submission Requirements

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- 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.ci.webster.ny.us 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

BE IT ENACTED BY THE TOWN BOARD OF THE TOWN OF WEBSTER AS FOLLOWS:

This Local Law shall amend Chapter 225 of the Code of the Town of Webster in regard to the placement of utility sheds and fences.

It is the purpose of this Local Law to revise and update to current circumstances and uses certain municipal regulations relating to the setbacks currently imposed upon property owners wishing to place utility sheds and fences upon their properties in residential areas and zones of the Town of Webster.

Section 225-77 (Fences) shall be amended as follows:

§ 225-77 Fences.

[Added 8-3-2006 by L.L. No. 2-2006]

A. Fence permit required. The Building Department shall issue a fence permit to any applicant who has:

- (1) Submitted a site plan or instrument survey map showing the height and placement of the proposed fence to be in conformity with this Code; and
- (2) Paid the application fee in the amount established by resolution of the Town Board; and
- (3) Received site plan approval, where required under Article III of this chapter.

B. No stockade or other solid fence or chain-link fences are permitted in the front setback of any residential lot. No fence in excess of four feet in height shall be erected in the front setback of any residential lot.

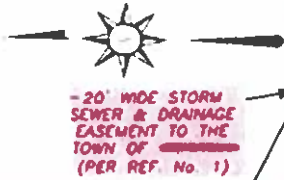
C. Fences in the rear and side setbacks for residential uses shall conform to the following standards:

Fence Height (Feet)	Minimum Setback from Property Line (Feet)
6 and under	0
7	10
8	15

D. The face side of any fence erected in any district shall face the nearest abutting property, and all posts or supports shall be on the inside of the fence unless the posts or supports constitute an integral part of the face side of the fence.

E. No barbed-wire, razor wire or similar type of fences, or electric fences or fencing shall be permitted in any residential lot within the Town of Webster. However, in conformance with the other provisions and requirements of this chapter, barbed wire or electric fences or fencing may be permitted on farms and to enclose horse paddocks.

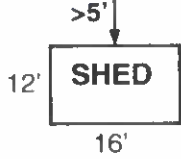
F. In no case shall any fence be located within a buffer area or in any Town easements, without prior Town Board Approval and filing of a licensing agreement.



NO FENCES OR SHEDS PERMITTED IN ANY EASEMENTS ON PROPERTY WITHOUT A LICENSING AGREEMENT WITH THE TOWN OF WEBSTER

S 00°13'56" E

100.00



SHEDS MAY BE PLACED:

- IN REAR OR SIDE YARD
- MINIMUM OF 5' FROM PROPERTY LINES
- MAXIMUM OF 200 SQUARE FEET

INFORMATION NEEDED:

- SHED LOCATION
- SHED DIMENSIONS
- DISTANCE FROM CLOSEST PROPERTY LINES

LOT 104

AREA = 20,978.50 FT
0.482 ACRES

FENCE LOCATION & HEIGHT

FENCES 6' OR LESS MAY BE PLACED:

- IN REAR OR SIDE YARD
- RIGHT UP TO PROPERTY LINE

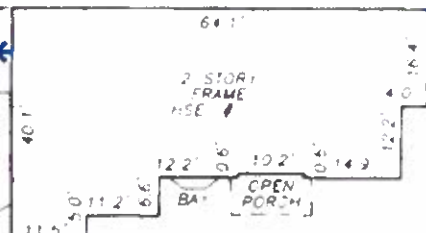
INFORMATION NEEDED:

- FENCE LOCATION (X's)
- FENCE HEIGHT
- FENCE MATERIAL/TYPE

FENCES IN THE FRONT YARD/ SETBACK:

- MAXIMUM OF 4' HIGH
- MUST BE DECORATIVE (NO chain link, stockade, or other solid fence)

N 89°30'18" E
210.62'



208.93'

S 80°30'18" W

100.01'

N 01°12'01" W

(60' WIDE R.O.W.)

87.55' TO P.L.
STA = 5+75.73

CERTIFICATION

REFERENCES:

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

COMPLETED AND REFERENCED TO THE RECORD



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

INSTRUMENT SURVEY MAP

EXAMPLE

