



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

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: _____

| 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

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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

§ 350-36. Accessory buildings. [Added 4-17-2003 by L.L. No. 2-2003; amended 9-1-2005 by L.L. No. 2-2005; 8-3-2006 by L.L. No. 2-2006]

- A. One accessory building, as defined in § 350-3, shall be permitted on any lot in the Town of Webster, with the following limitations and under the following conditions:
- (1) The placement of any such building shall conform to all setback requirements applicable to other buildings in the district.
 - (2) No such building shall be placed nearer to the front property line than the rear line or footprint of the main building or residence upon such lot.
 - (3) No such building shall be larger than 25% of the square footage of the main building or habitable floor area of the residence upon such lot, or 2% of the lot size, whichever is larger. In no case shall the accessory building exceeded 2,500 square feet in size.
 - (4) Where the accessory building is more than 500 square feet in area, the Planning Board shall review the application therefor under Chapter 269, except that the provisions of § 269-5, Sketch plan review, will not be required.
 - (5) No accessory building shall be higher than the main structure. In no circumstances shall the zoning district maximum height be exceeded. The height, as defined by the Webster Town Code, will be determined at the location of the accessory structure. [In no circumstance (or event) shall such building exceed 20 feet in height. Agricultural buildings on working farms shall comply with the height requirement of the Town of Webster zoning district in which they are being constructed.]
- B. Each application for a building permit to construct, build or erect an accessory building shall be accompanied by plans in sufficient detail to show:
- (1) A plot plan of the property showing the location of the accessory building in reference to side lines, rear lines and other buildings of the lot.
 - (2) Accessory building dimensions, depth and area.
 - (3) That the requirements of the New York State Uniform Fire Prevention and Building Code have been met.¹
 - (4) An estimate of the cost of the accessory building.
 - (5) A plan that shows any changes to the grading of the lot and the impacts on drainage.
- C. No more than one accessory structure, and one shed, will be allowed on any lot within the Town of Webster.

¹ Editor's Note: See Ch. 119, Building Construction.

- D. The proscriptions of Subsection A(3), A(4) and B above in this section shall not apply to farms as defined in § 350-3 of this Code.



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

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

ALL ACCESSORY STRUCTURES OVER 500 SQ. FT. MUST RECEIVE PLANNING BOARD APPROVAL

ACCESSORY STRUCTURES MUST:

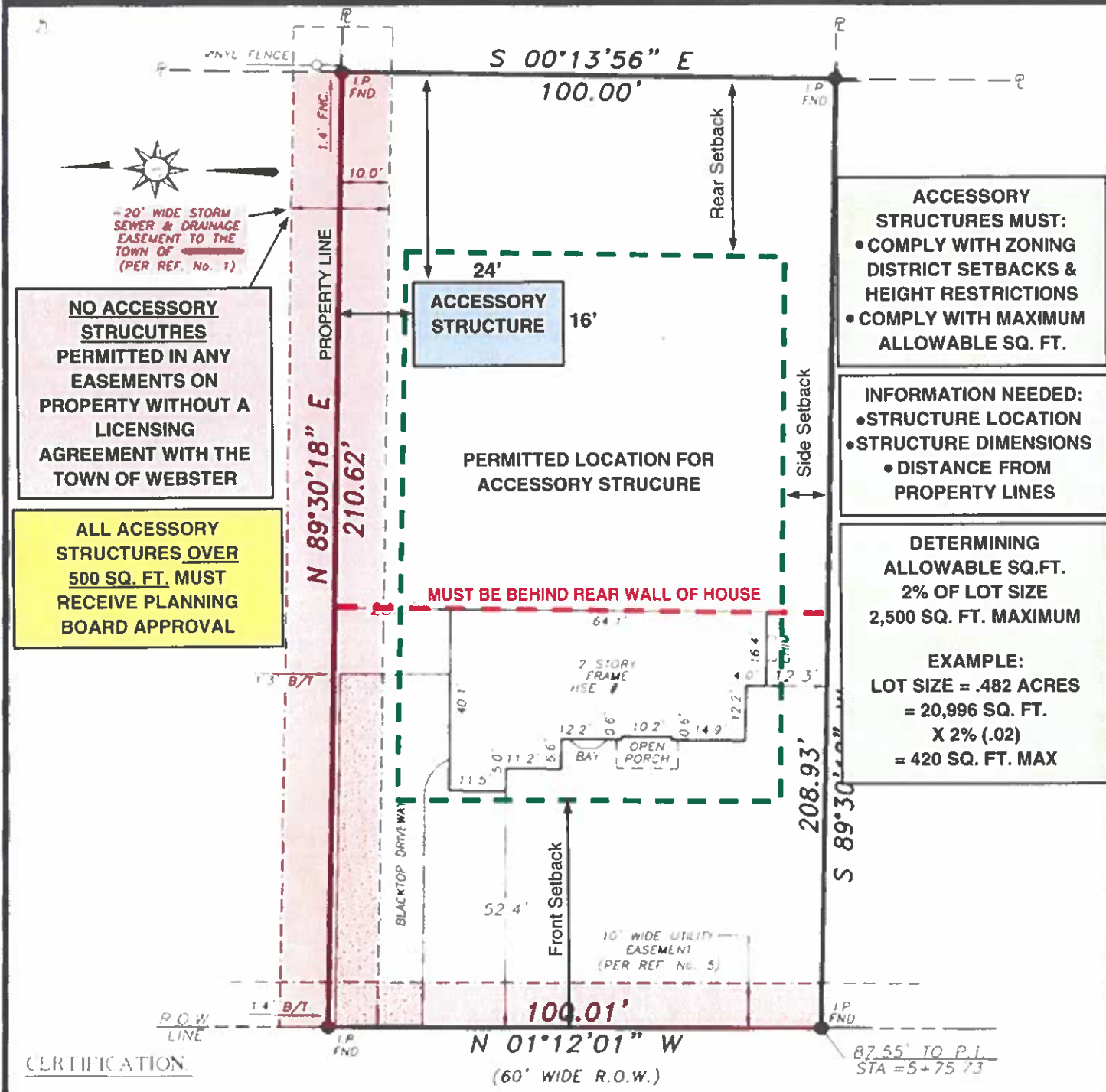
- COMPLY WITH ZONING DISTRICT SETBACKS & HEIGHT RESTRICTIONS
- COMPLY WITH MAXIMUM ALLOWABLE SQ. FT.

INFORMATION NEEDED:

- STRUCTURE LOCATION
- STRUCTURE DIMENSIONS
- DISTANCE FROM PROPERTY LINES

DETERMINING ALLOWABLE SQ.FT.
2% OF LOT SIZE
2,500 SQ. FT. MAXIMUM

EXAMPLE:
LOT SIZE = .482 ACRES
= 20,996 SQ. FT.
X 2% (.02)
= 420 SQ. FT. MAX



CERTIFICATION:

REFERENCES:

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

COMPLETED JUNE 18, 2018 AND REFERENCED TO MASTER PLAT

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

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



INSTRUMENT SURVEY MAP

EXAMPLE

