



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

Office (585) 872-7036 • Fax (585) 872-4437 • buildingdept@ci.webster.ny.us

- 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.

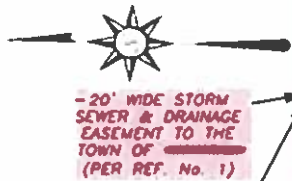
Section 225-48 (Utility Sheds) shall be amended as follows:

§ 225-48 Utility sheds.

[Added 10-12-1978; amended 12-14-1978; 6-17-1993; 5-16-1996; 1-7-2010 by L.L. No. 1-2010; 2-16- 2017 by L.L. No. 1-2017]

Notwithstanding the applicable side or rear yard requirements, there shall be permitted in a side yard or a rear yard in any residential district one utility shed no closer to any boundary line than 5 feet. In no case shall a shed be erected, structurally altered or relocated to any lot or parcel of land if any portion of such shed is within the allowable front setback. No more than one utility shed shall be permitted on any lot or parcel, and no utility shed shall be constructed in excess the applicable lot coverage requirements.

The longest outside dimension of a utility shed shall not exceed a maximum of 20 feet of length. The maximum building area shall not exceed 200 square feet. The maximum, average building height of the utility shed shall not exceed 10 feet in height, as measured from the roof peak to the highest eave. Such utility shed shall be used solely as accessory to the residential use of the lot or parcel on which it is constructed, and its contents shall be limited to lawn and garden tools and equipment, snow blowers, bicycles, swimming pool equipment and supplies, and other tools and equipment as are solely used in maintaining the lot or parcel on which it is constructed. No utility shed shall be used at any time for a dwelling or sleeping purposes.



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

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

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

FENCES 6' OR LESS MAY BE PLACED:

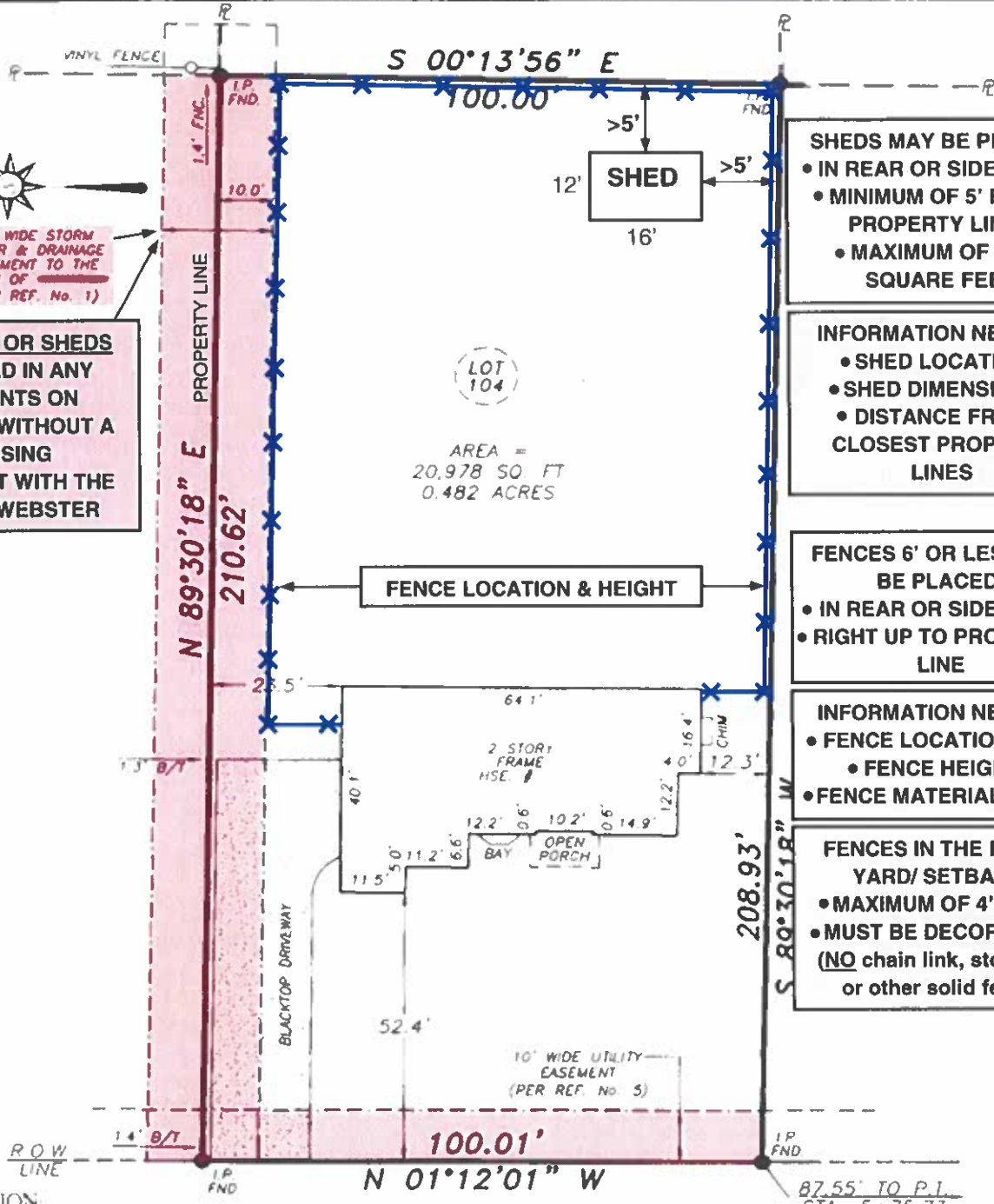
- IN REAR OR SIDE YARD
- RIGHT UP TO PROPERTY LINE

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)



FENCE LOCATION & HEIGHT

CERTIFICATION:

N 01°12'01" W
(60' WIDE R.O.W.)

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

REFERENCES:

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

COMPLETED JUNE 28, 2018
AND REFERRED TO LISTED PERSON

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