



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

Planning Board Approval: Yes / No / Unknown

Construction Cost: _____ 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 _____



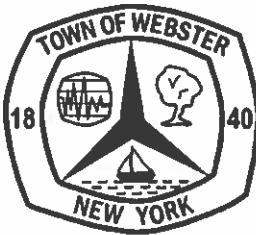
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Submission Requirements

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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 waiving 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



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RE-ROOF / ROOF REPAIR PERMIT INFORMATION

PROPERTY ADDRESS: _____

PROPERTY OWNER: _____ PHONE: _____

CONTRACTOR NAME: _____ PHONE: _____

EXISTING ROOF MATERIAL: _____ NEW MATERIAL: _____

HOW MANY LAYERS OF EXISTING MATERIAL ARE CURRENTLY ON ROOF? _____

ANSWER ALL OF THE FOLLOWING QUESTIONS

1. Will the existing material be removed?	YES	NO
2. All water soaked roof coverings will be removed prior to the installation of the new roof material:	YES	NO
3. Any deteriorated sheathing will be replaced prior to the installation of the new roof material:	YES	NO
4. Existing roof coverings consisting of wood shake, slate, clay, cement or asbestos cement tile will be removed prior to the installation of the new roof material:	YES	NO
5. ALL existing roof coverings will be removed prior to the installation of the new roof where the existing roof has TWO or more layers of ANY type of roof covering:	YES	NO
6. New roof covering, ice and water barrier, flashing and valleys WILL be installed in accordance with New York State Uniform Building Code:	YES	NO

If you answered "NO" to any of the questions 2 through 6, you must submit the manufacturer's installation instructions and a detailed scope of work for approval.

I, the undersigned certify that ALL of the work will be performed in accordance with the manufacturer's installation instructions & in compliance with the New York State Uniform Building Code. All debris must be removed from the property when the project is complete.

SIGNATURE

DATE

