



## City of Batavia

1 Batavia City Centre Batavia, New York 14020  
(585) 345-6345 Fax: (585) 345-1385

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### Building Permit Application

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Instructions / checklist for applying for a Building Permit  
(please read first)

1. Have you filled in all information completely and legibly?
2. A copy of your survey? Project drawn to scale?
3. Have you included a complete description of your project? (If you have drawings, please make sure they are to scale or at least have enough detail and measurements that we can verify that the various code requirements are met. A list of materials should be included. If exterior work is proposed, exterior elevation drawings may be required. Plans and specifications should bear the signature of the person responsible for the designs and drawings. If prepared by an architect or an engineer, we will need the name, address and phone number of that person.
4. Have you signed and dated the application? You must be the owner of the property or authorized to act on behalf of the owner. The owner is the person who is legally responsible to obtain the building permit and comply with code requirements, even if someone else is hired to do the work.
5. Have you signed and dated all disclaimers associated with the project (roof and/or fence)?
6. Have you checked to see if other approvals are required for this project?
7. Have you signed and dated the "Required Inspections" form?
8. Has National Grid been contacted by applicant for sign off for pool projects – is copy of sign off letter from National Grid included?
9. If there is plumbing work to be done, has a plumbing permit been obtain by a City of Batavia Licensed Master Plumber? We have a list if you need it.

**NOTE: PROJECT CANNOT BE STARTED UNTIL BUILDING PERMIT HAD BEEN ISSUED AND FEE PAID. FEE COULD BE DOUBLED IF PROJECT STARTED.**

If you can answer "yes" to all of the above questions, you have completed the building permit application, if not; we may not be able to issue the permit without more information. If you have any question about what requirements apply or what information we need, please contact us at the above number.

Application Date: \_\_\_\_\_

**Project Location and Information**

**Permit #:** \_\_\_\_\_ **Fee:** \_\_\_\_\_

Address of Project: \_\_\_\_\_

Tax Parcel No.: \_\_\_\_\_

Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Owners Address: \_\_\_\_\_

**Project Type/Describe Work**

\_\_\_\_ New Construction    \_\_\_\_ Addition    \_\_\_\_ Pool    \_\_\_\_ Fence    \_\_\_\_ Roof  
\_\_\_\_ Storage Building    \_\_\_\_ Deck/Porch    \_\_\_\_ Rehab/Alterations    \_\_\_\_ Other work

Describe project: \_\_\_\_\_

Estimated cost of work: \_\_\_\_\_

Start date: \_\_\_\_\_

**Contractor Information** – Insurance certificates (liability & worker comp) required to be on file in our office before issuance of any permit.    \_\_\_\_ Liability    \_\_\_\_ Workers Comp

**GENERAL**

Name & Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**PLUMBING**    (City of Batavia Licensed Plumber Required)

Name & Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**HEATING**

Name & Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**ELECTRICAL**    (Third Party Electrical Inspection Required)

Name & Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Zoning District: \_\_\_\_ Flood Zone: \_\_\_\_ Corner Lot: \_\_\_\_ Historic District/Landmark: \_\_\_\_

Zoning Review: \_\_\_\_ Variance Required: \_\_\_\_ Site Plan Review: \_\_\_\_ Other: \_\_\_\_

National Grid Sign Off (Pools): \_\_\_\_ Lot Size: \_\_\_\_\_

Existing Use: \_\_\_\_\_ NYS Building Code Occupancy Class: \_\_\_\_\_

Proposed Use: \_\_\_\_\_ NYS Building Code Occupancy Class: \_\_\_\_\_

**REQUIRED INSPECTION FOR BUILDING PERMITS**

Project Location: \_\_\_\_\_

- SITE
- WATER SERVICE
- SEWER SERVICE
- FOOTING BEFORE PLACING CONCRETE
- FOUNDATION BEFORE BACKFILL
- FRAMING BEFORE ENCLOSING (After mechanical inspection)
- ELECTRICAL BEFORE ENCLOSING (Note: Electrical must be inspected by an authorized Third Party Electrical Inspection Agency)
- PLUMBING BEFORE ENCLOSING (City of Batavia Licensed Plumber Required)
- INSULATION BEFORE ENCLOSING
- ICE/WATER SHIELD
- FINAL COMPLETION
- OTHER: \_\_\_\_\_

**ADDITIONAL INSPECTIONS MAY BE REQUIRED AS THE PROJECT PROGRESSES**

- CERTIFICATE OF OCCUPANCY – Upon completion of all work and approvals, a Certificate of Occupancy will be issued.
- CERTIFICATE OF COMPLETION – Upon completion of all work and approvals, a Certificate of Completion will be issued.

**ON NEW CONSTRUCTION OR MAJOR REMODLING, THE BUILDING/SPACE CANNOT BE OCCUPIED UNTIL THE REQUIRED CERTIFICATE OF OCCUPANCY IS ISSUED.**

**IT IS THE RESPCONSIBILITY OF THE OWNER AND/OR AGENT TO CONTACT THIS OFFICE FOR ALL REQUIRED INSPECTIONS AND BE PRESENT DURING ALL INSPECTIONS. ALL APPLICABLE REGULATIONS SHALL APPLY. Please contact the Bureau of Inspection at (585) 345-6345 twenty-four (24) hours in advance to schedule all inspections.**

In consideration of the granting of the permit hereby petitioned for, the undersigned hereby agrees to: 1) comply with the terms thereof, the laws of the State of New York, the Ordinance of the City of Batavia, and the Regulations of the various departments of the County of Genesee and the State of New York; 2) preserve the established building line; 3) request all the necessary inspections and authorize and provide the means of entry to the premises and building to the Bureau of Inspection, and 4) will not use or permit to be used the structure or structures covered by the permit until sanitary facilities are completely furnished and either a Certificate of Occupancy or Certificate of Completion is issued. The undersigned hereby certifies that all of the information in this petition is correct and true.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Issuing Officer

\_\_\_\_\_  
Date

## Roofing Disclaimer

Per the Residential & Building Code of New York State:

### **R907.3 Recovering versus Replacement**

New roof coverings shall not be installed without first removing existing roof coverings where any of the following conditions occur:

1. Where the existing roof or roof coverings is water-soaked or has deteriorated to the point that the existing roof or roof covering is not adequate as a base for additional roofing.
2. Where the existing roof covering is wood shake, slate, clay, cement or asbestos-cement tile.
3. Where the existing roof has two or more applications of any type of roof covering.

#### **Exceptions:**

1. Complete and separate roofing systems, such as standing-seam metal roof systems, that are designed to transmit the roof loads directly to the building's structural system and that do not rely on existing roofs and roof coverings for support shall not require the removal of existing roof coverings.
2. Metal panel, metal shingle, and concrete and clay tile roof coverings shall be permitted to be installed over existing wood shake roofs when applied in accordance with Section R907.4.

RESIDENTIAL CODE OF NEW YORK STATE ONE AND TWO FAMILY RESIDENCES

I, \_\_\_\_\_ OWNER AND/OR AGENCY OF THE PROPERTY  
LOCATED AT \_\_\_\_\_ FOR BUILDING PERMIT  
NO. \_\_\_\_\_ HAVE REVIEWED AND UNDERSTAND THE REQUIREMENTS OF  
SECTION 907.3 RECOVERING VERSUS REPLACEMENT.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**Fence Disclaimer**

I, \_\_\_\_\_, owner and/or agent of the property located at \_\_\_\_\_ for Permit No. \_\_\_\_\_ understand that this permit is issued based on information supplied by owner/agent and that the City of Batavia accepts no responsibility for inaccurate documentation or information supplied to secure the permit.

I understand Section 190-33.B Fences, Walls and Hedged of the City of Batavia Zoning Ordinance regulated the installation of fences as follows:

“Fences, hedges and walls in Residential Districts shall not exceed three (3) feet above ground level when located within fifteen (15) feet of the property line abutting any street and shall not exceed six (6) feet above ground level when located elsewhere on the property. However, there shall be no height limit for hedges in rear yards within residential zones. In commercial and Industrial Districts, fences, hedges, and walls shall not exceed eight (8) feet in height unless permitted by a special use permit from the Planning & Development Committee. A fence designed to be structurally supported by posts, cross members or rails on one (1) side only shall be erected with the posts, cross members or rails on the fence owner’s side, and the finished side of the fence shall face adjacent properties.”

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date