



TOWN OF CHILI

BUILDING DEPARTMENT
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MEMORANDUM

TO: All building permit applicants
FROM: The Building Department
RE: Requirements for building permit applications for new single family homes

Effective immediately, please note:

- **All applications for building permits for new houses must be accompanied by a set of the floor plan drawings reduced to 8 ½ by 11** (in addition to the two full-sized sets that are required). These are required by New York State and the Assessor's office for property records. Please be sure that the reduction in size does not make the dimensions illegible. Building permits will not be released until this information has been provided.
- **New York State requires you to provide evidence of liability and workers' compensation insurance coverage before this office issues a building permit.** This is not a new requirement; in fact it has been the law since 1922. Please note that "Accord" forms are not acceptable proof of worker's compensation insurance.
- As many of you already know, effective January 1, 2003, new building code regulations went into effect in New York State. These require substantially more information on construction drawings than you may have been used to seeing in the past. Many architects are still turning in very minimal drawings, some of which are even based on the old code requirements. To expedite plan review and issuance of a permit, **please note that drawings must be site-specific and the following standard notes/items should be addressed on all drawings:**
 - Section R905/Ice protection
 - Section R405/Foundation drainage
 - Section R308.4/Safety glazing in hazardous locations
 - Section R310/Emergency escape openings
 - Section R317/Smoke detectors
 - Section P2603.5/Sleeving of pipes
 - Sections R502.13 and 602.8/Fireblocking
 - Section R802.10.1/Truss design drawings
 - A REScheck printout or other evidence of energy code compliance
- Finally, **final grading and seeding of a site must be done within 60 days of issuance of a certificate of occupancy**, unless that is impossible due to winter weather. If a certificate is issued between November 1 and April 1, we will issue the certificate of occupancy with the condition that the work be completed no later than June 1. If this is not part of the contractor's responsibility the new homeowner should be informed accordingly. We are encountering numerous problems with unfinished and/or altered grading and so will appreciate your cooperation in this regard. If you have any questions about any of these requirements, feel free to contact this office. Please rest assured we will continue to do everything we can to keep your applications moving along and issue permits as quickly as is possible! Thank you in advance for your cooperation.