

GUIDE TO OBTAINING BUILDING PERMITS IN THE TOWN OF CHILI



BUILDING DEPARTMENT

3333 CHILI AVENUE
ROCHESTER, NY 14624
(585) 889-6143
fax # (585) 889-8710

Note: Work cannot commence without first obtaining a building permit per Section 210-8 and payment of a fee as required per Section 210-20 of the Code of the Town of Chili. Fee is non-refundable (returnable) once permit is issued and paid for.

PERMIT REQUIREMENTS

To obtain a permit, the following information is required to be submitted to the Building Department for review:

- Where is the work to be done?
- Name, address, phone number of owner.
- Who will be doing the work--contractor* or owner.
- Are there truss' involved with this project? If yes, fill out Truss Identification form and submit along with building permit application form.
- Name(s) of other contractors (i.e., plumber, ** mason, architect).
- Description of what will be done (i.e., specific type of structure/construction and size).
- Estimated cost of the project.

* The State of New York requires the Town to have on file a current certificate of insurance for general liability and workers' compensation (if required) for the contractors, before we can issue the permit.

** A plumbing permit is also required for various alterations. The plumber must pick up this permit and must be licensed in the Town of Chili.

CONSTRUCTION DETAILS

The following information must also be submitted to the Building Department for review (submit 2 sets of plans):

- A cross-section diagram or cutaway specification sheet showing all components of the project (i.e., insulation, roof pitch, footings, joists).
- Floor plan showing dimensions of the structure, window location and sizes, doorways and openings, and any other detail that might be included.

- The code official per New York State law may require construction documents be prepared and stamped by a licensed design professional.
- Exterior elevations.

PLOT PLAN

When an application for a permit is made, it must be accompanied by a tape location or instrument survey map which shows:

- Outline of the property.
- Location of all buildings or structures.
- Where the proposed structure will be constructed.
- Distances from the building to the front, rear, and side lot lines.

INSPECTIONS

Inspections are required during the building process. **24 HOURS' NOTICE** is necessary to schedule the required inspection. This can be accomplished by calling the day before:

- Footing: Before concrete, call with a pour time.
- Wall: After parging and tarring, before backfill.
- Storm Sewer: Before backfill.
- Rough: After mechanicals are installed and before insulation.
- Roof: After ice shield is installed.
- Plumbing: Underground-before covering Rough-before drywall, system to be filled.
- Insulation: Before drywall is applied.
- Fireplace: Masonry – Before first flue Insert – Before clearances are blocked or hidden.
- Final: When all work is complete and ready to occupy.

ELECTRICAL INSPECTIONS

When there is any change in the electrical service, whether it is additional outlets or wiring, outside receptacles, or a change in service, an inspection is required for both the rough work and final. These inspections are made by one of the agencies listed below:

- **Middle Department Inspection Agency**
460 State Street
Rochester, New York 14608
(585) 454-5191
- **New York Electrical Inspection Agency**
2767 Dewey Avenue
Rochester, New York 14616
(585) 436-4460
- **Commonwealth Electrical Inspection**
1355 Pittsford Mendon Road
Mendon, New York 14506
(585) 624-2380

Final electrical inspection certificates are required by the Building Department before a certificate of occupancy/compliance can be issued.

ADDITIONAL INFORMATION

The Building Permit Notice Card (and Plumbing Permit Notice Card, if applicable) are to be posted in a conspicuous place on the building for which it is issued so that it may be seen from the road.

Failure to schedule inspections will result in a \$50.00 fine for each violation or re-inspection required. Items not previously inspected shall be uncovered or exposed for the inspector.

Any additional information may be obtained at the Town of Chili offices at 3333 Chili Avenue between 9:00 a.m. and 5:00 p.m. or by calling the office at (585) 889-6143.

BUILDING PERMIT APPLICATION

Location of work (address) _____

Owner _____

Address _____

Phone number _____

Contractor _____

Address _____

Phone number _____

(If applicable):

Plumber _____

Address _____

Phone number _____

Description of work _____

Estimated cost/value of project: \$ _____

Owner/Rep. signature/date: _____

Email address of contact person: _____

PLEASE NOTE: All of the above information is required, along with all other documentation that is outlined in this pamphlet, before any permit can be issued.