

IT'S THE LAW
CALL BEFORE YOU DIG

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New York

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*Give at Least Two Full
Working Days Notice!*

APPLICATION FOR BUILDING PERMIT

Town of Richmond, County of Ontario, New York State

Instructions:

1. **This application must be completely filled in by typewriter or in ink and submitted to the Building Department with the permit fee.**
2. **A land survey map showing location of lot and of buildings on premises, relationship to adjoining properties and street frontage may be required. A plot diagram* may be substituted upon Building Department approval. (*attached)**
3. **Actual work may not commence until issuance of building permit. Such permit shall be displayed on premises available for inspection through the progress of the work.**
4. **Submit 2 sets of plans and specifications with architect stamp seal if required.**
5. **Stamped truss drawings if required**
6. **Work under \$20,000 does not need architectural stamp or seal unless the work involves structural changes.**
7. **No building shall be occupied or used until a Certificate of Occupancy has been issued by the Building Department.**
8. **After approval of application, changes or alterations are prohibited unless Building Department approves. An additional permit fee may be charged predicated on the extent of the variation from the original plans.**
9. **This application is valid for one year, but may be extended for one year.**
10. **All building permits are required to be closed out with the issuance of a Certificate of Compliance or a Certificate of Occupancy.**
11. **It is the responsibility of the applicant/owner to contact the Building Department to conduct inspections during construction and upon completion of project.**
12. **Contractors "Proof of Insurance" – WORKERS COMPENSATION AND DISABILITY, required on file.**

REQUIRED INSPECTIONS 24 HOUR NOTICE

SCOTT FLYNN
CODE ENFORCEMENT OFFICER

TOWN OF RICHMOND
HONEOYE, NEW YORK 14471-0145
(585) 229-2176
FAX (585) 229-5114
E-mail: code@townofrichmond.org

NOTICE: No structure erected or altered, pursuant to this permit No. _____, shall be occupied until a Certificate of Occupancy or Compliance has been issued. The Code Enforcement Officer has permission to enter the property and the structure thereon as frequently as he deems necessary to inspect the same for compliance with the Uniform Code from 9:00AM to 4:00PM Monday – Friday, other time with owner permission as long as the permit is open. **Upon Completion, a call for a final inspection is required.** The Permit is closed with the issuance of a Certificate of Occupancy or Compliance.

OWNER/AGENT SIGNATURE: _____

DATE: _____

Inspections are required on the following schedule:

1. Footing before pouring concrete
2. Foundation including drain tile, slab plumbing before back fill or covering.
3. Plumbing drain line and water line shall be tested with water or air per p312 of the plumbing code of New York before closing walls.
4. Framing before close or covering of walls.
5. Insulation before close or covering of walls
6. Fireplace at smoke shelf and chimney before closing in wall or ceiling
7. Electrical inspections by NYS Certified Electrical Inspector
8. Wood burning stove, chimney before closing in wall or ceiling.
9. Water test if required by the CEO yes ___ no ___ (not required on public water)
10. Final inspection

Note: Applicant or contractor assumes responsibility for requesting inspections and obtaining certificate of occupancy or compliance.

Town of Richmond

8690 Main Street
P.O. Box 145
Honeoye, NY 14471

NOTICE TO ALL APPLICANTS

Per Town Code Chapter 200-70, all costs incurred by the Town Engineering and Legal review of this Application will be charged to the Applicant.

These Fees are a direct Pass Thru of exact cost to the Town therefore, exact amount is not available until the Town receives a bill from its' Engineer and/or Attorney.

Please note all Pass Thru Fees must be paid prior to Final Approval and Signature by the Code Enforcement Officer.

I have read the above and agree that payment of all Pass Thru Fees shall be paid upon receipt of Invoice.

Fees are not refundable.

By: _____ Date: _____

APPLICATION FOR BUILDING PERMIT TOWN OF RICHMOND

Property owner _____
Address _____
City _____ NY Zip _____ Phone _____

Plans by _____
Address _____ Phone _____
City _____ State _____ Zip: _____

Contractor _____
Address _____ Phone _____
City _____ State _____ Zip _____
Workers Compensation Insurance Yes _____ Not required _____
Disability Insurance Certificate Yes _____ Not required _____

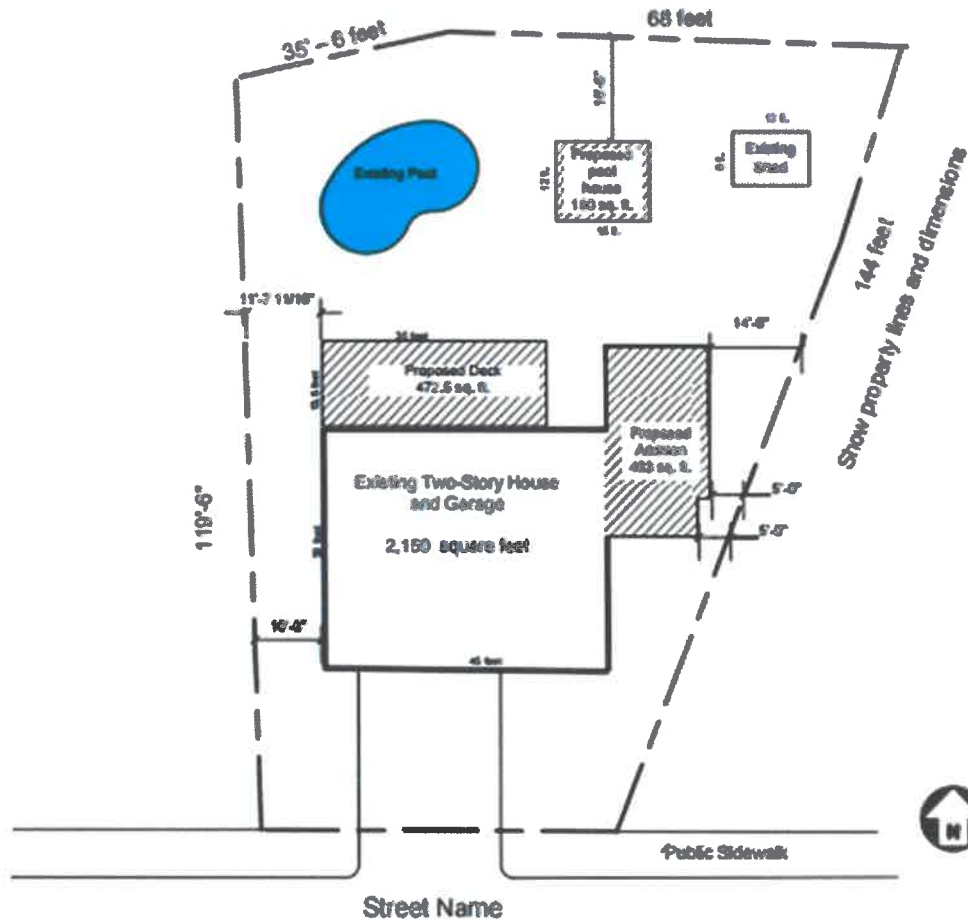
Application is for _____ Square footage _____
Project Cost _____ Address _____
Tax Id No. _____ Districts _____

The undersigned represents and agrees as condition to the issuance of this permit that said structure shall be constructed in accordance with all laws, ordinances of the Town and the State of New York Uniform Fire Prevention and Building code of the State of New York. And all other applicable laws, codes, and regulation.

Owner / Agent Signature _____ Date _____

OFFICIAL USE ONLY	
Code enforcement Officer _____	Date _____
Town Clerk _____	Date _____
Fee Paid _____	Permit # _____
Approved _____	Not Approved _____
Plans reviewed by _____	
Conforming _____	Nonconforming _____

Site Plan Example



The zoning officer needs certain information on site plans to complete a review to determine whether or not your proposed project complies with the Township Zoning Ordinance. When you submit your permit application, check your site plan to make sure you have shown the following:

1. Property Dimensions (length, width)
2. Applicable setback distances from property lines
3. Existing and proposed buildings, structures, additions, and their dimensions
4. Dimensions of all impervious surfaces, such as driveways, concrete slabs, walkways, etc.
5. Streets, alleys, right-of-ways, and easements
6. Any steep slopes greater than 15%
7. Driveway separation from intersection if your lot is a corner lot
8. The proper street address number
9. Special instructions

SITE PLAN

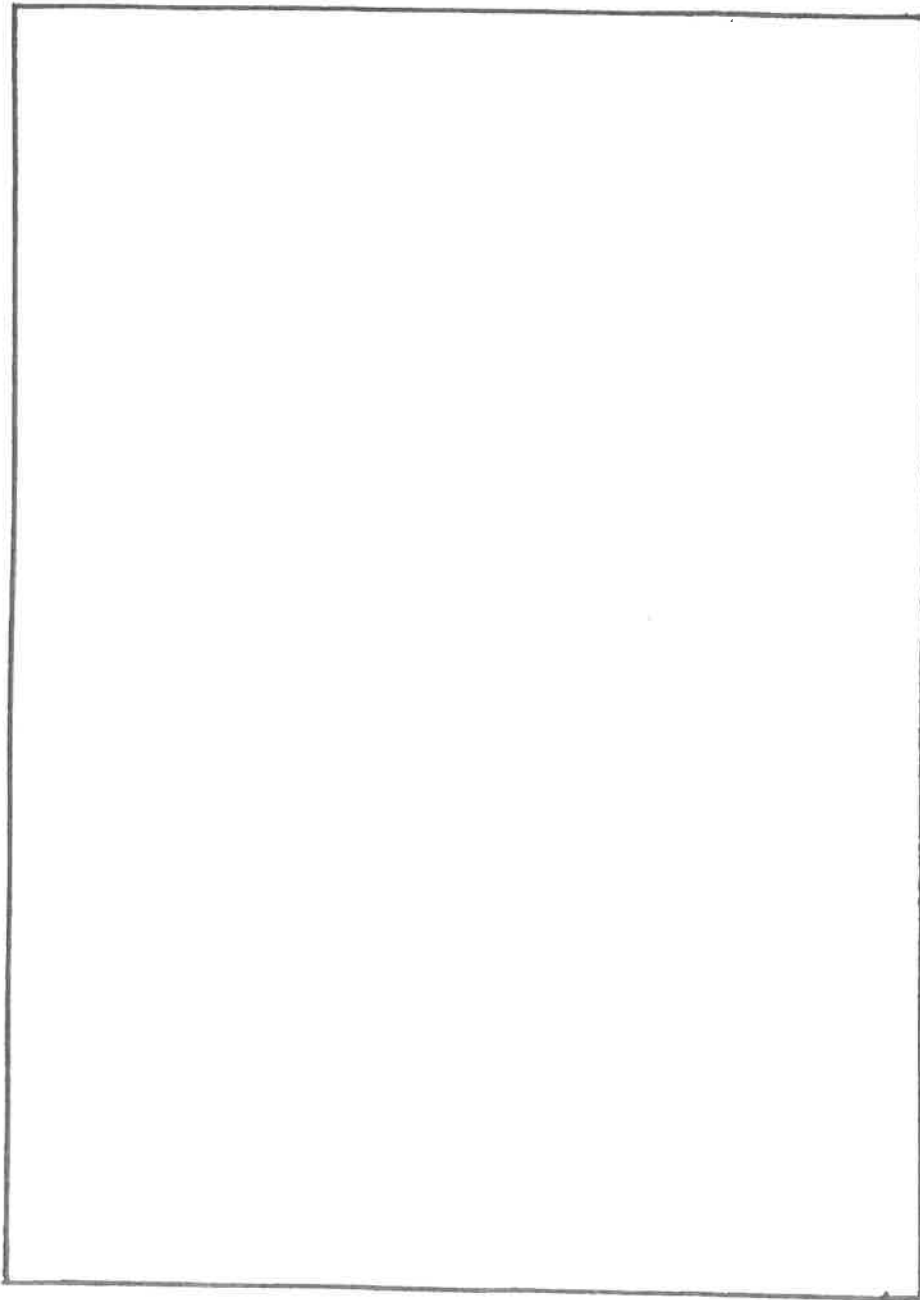
Name: _____

Phone: _____

Address: _____

Date: _____

Rear setback _____ (ft.)



side
setback
____ (ft.)

side
setback
____ (ft.)

Front Setback _____ (ft.)

For lots that abut Honeoye Lake, the rear setback requirements apply to the distance from the waterline to the structure.

ZONING

200 Attachment 2

Town of Richmond

Density Schedule
[Amended 7-12-2005 by L.L. No. 4-2005]

District	Minimum Lot Size			Maximum Percentage of Lot Coverage	Building Height (feet)	Minimum Floor Area, Each Floor ³ (square feet)			Setbacks		
	Area (square feet)	Depth (feet)	Width (feet)			1-story	1 1/2-story	2-story	Front (feet)	Side (feet)	Rear (feet)
A Residential/Agricultural	20,000 ⁴	200	100	25%	35 (2-story maximum)	720	600	600	50	10	10
B Residential	9,000 ⁴	150	60	25%	35 (2-story maximum)	720	560	480	20	5	50 ¹
C Residential/Recreational	2 acres	---	200	---	---	720	---	---	100	20	40
D Residential/Lakeside	5,000	50	---	30%	25 (1 1/2 story)	720	560	---	5	5 (or 10% of lot width on each side)	5
E Business	5,000 ⁴	100	50	---	35	---	---	---	60	5	See Note 2
F Industrial	2 acres	---	200	60%	35	---	---	---	60 or 100 (if state or city highway)	5	See Note 2
G Commercial/Light Industrial	2 acres	---	200	50%	35	---	---	---	60	5	60

NOTES:

- ¹ See the definition of "boathouse" in Art. II, § 200-7.
- ² Sufficient for parking, loading areas and landscaping; see Art. IV, §§ 200-16E(1) and 200-17F(3).
- ³ The minimum width for residential structures shall be no less than 20 feet.
- ⁴ The minimum lot area is two acres if sanitary facilities are not connected to the public sewer system.
- ⁵ Setbacks do not apply to retaining walls, driveways, sidewalks, fences, flagpoles, lightposts under 10 feet in height and other, similar structures.