



Town of Henrietta  
**Office of Building and Fire Prevention**  
 475 Calkins Road  
 Henrietta, NY 14467  
 PH: (585) 359-7060 FAX: (585) 321-6093  
 Building@henrietta.org



## Residential Building Permit Application

### Project/Site Information

Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Tax I.d. Number \_\_\_\_\_

#### Zoning Classification

R-1-15     R-1-20     R-2-15  
 RR-1     RR-2     PUD

### Property Owner Information

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Phone # \_\_\_\_\_  
 Email \_\_\_\_\_

### Contractor Information

Company Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Contact Name \_\_\_\_\_  
 Phone # \_\_\_\_\_  
 Email \_\_\_\_\_

### Plumber Information

Company Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Contact Name \_\_\_\_\_  
 Phone # \_\_\_\_\_  
 Email \_\_\_\_\_  
 License Number \_\_\_\_\_ Number of Fixtures \_\_\_\_\_

### Mechanical Work

Plumbing?  Yes  No    Electrical?  Yes  No    HVAC?  Yes  No

### Permit Type

Pool     Garage     Sunroom  
 Shed     Carport     Alterations  
 Deck     Gazebo     Accessory Bldg.  
 Porch     Pergola     Fire Restoration  
 Ramp     Hot Tub     Alternative Power  
 Demo     Re-Roof     Basement Remodel  
 Fence     Addition  
 Other \_\_\_\_\_  Pre-Existing Structure/Work  
*Check all that apply above.  
 (no permit on record)*

See residential project handout for more information and fee schedule.

**Construction Cost \$**

I hereby certify that all work related to this application will be performed in accordance with all applicable town, and state laws and codes pertaining to building construction, and demolition and the information submitted and contained herein is accurate and correct. I further certify that I am the owner or an authorized agent of the property owner listed in this application, and have authority to make application for work to be performed.

Applicant's Name (Printed) \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**For Official Use**

#### Approval For Permit Issuance

Approved By: \_\_\_\_\_ Title: \_\_\_\_\_ Approval Date: \_\_\_\_\_

Required Inspections:    1    2    3    4    5    6    7    8    9    10    Fireplace    Electrical    Pool Alarm    Pre-Permit Inspection

Application # \_\_\_\_\_ Received on: \_\_\_\_\_ Scanned?

Permit Fee: \$ \_\_\_\_\_ Called For Pickup:  Contractor  Owner Date \_\_\_\_\_



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## Residential Building Permit Application Required Documentation

### R E Q U I R E D D O C U M E N T A T I O N

**2 sets of plans. One may be an electronic copy. Email to Building@henrietta.org Indicate Project Address in Subject Line.**

**\*New York State Educational Law requires stamped design professional plans for project construction cost over \$20,000.**

**Plans shall include the following where applicable and be drawn to scale. 1/4" per foot preferred.**

- |  |  |
|--|--|
| -Plan view (overhead)  | -Energy code compliance method                 |
| -Cross section (side view)   | -Heat/cooling calculations                     |
| -Label all Components/Rooms, Spans,<br>Lumber Sizes, Dimensions etc. | -Plumbing, Electrical and HVAC plan            |
| -Survey map ( <i>exterior</i> projects only)                         | -Truss utilization placard form                |
| Locate structure on survey map                                       | -Preexisting structures/work<br>Color pictures |

**Insufficient Information May Lead To A Delay In The Permit Process.**

Contractor's Liability And Workers' Compensation Insurances required to be on file prior to issuance of permit.

### \*Project Specific Requirements / Restrictions

#### Deck

**Hardware** shall be hot-dipped galvanized or stainless steel. **Positive** lateral connection if attached to house. **Post** to beam connection **shall be notched or post cap connectors to be utilized. Notching** of railing posts is **prohibited**. One **graspable** handrail required with four or more stair risers, may not be open ended and must be between 34" and 38" from stair nosing. **Railings** shall be 36" minimum in height (34 from nosing of stairs). **Less** than 4" between spindles (4 3/8" on stairs).

**Stair risers**- 8 1/4" maximum and must not vary more than 3/8" (open risers not permitted when greater than 30" total stair rise), **treads**- 9" minimum and must not vary more than 3/8". **Pool Decks have additional pool barrier requirements.**

#### Fence

**Shall** not exceed 3' in height if erected in the front yard, 6' elsewhere. So-called "patio" or "privacy" fences may have a maximum height of 8 feet provided that they otherwise comply with all applicable ordinances and regulations and provided that the fence must be either attached or affixed to the house or at least one end of the fence shall be within eight feet of the main wall of the house; it shall be in the rear of the house; it shall have no side exceeding 24 feet in length; it shall have no side nearer than 10 feet to any existing lot line; it shall have no more than four sides. **Finished** side shall face the abutting property. **Placed** within property lines. **Property** owner is responsible for placement.

#### Shed

**Maximum** of 1% of lot size up to 192 square feet whichever is **less**. **Shall** not exceed 2 individual accessory buildings per lot.

**Must** be placed 5 feet minimum from habitable (living) space of dwelling.

**Not** permitted in front yard or required side yard on the street side of a corner lot. **Single** story only. Insulation and plumbing **prohibited**.

#### Basement Remodel

**6'-8"** finished floor to finished ceiling height minimum, **6'-4"** finished floor to duct work and beams minimum. **Emergence** escape/rescue opening(s) required from habitable space created in basement.

#### Swimming Pool/Hot Tub

**Installed** in accordance with section 326 of the most current addition of the International Residential Code and code supplement.

See building department representative for more information. Proof of swimming pool alarm purchase.

**\*Please note - This is not a complete list of requirements/restrictions, it is meant for planing purposes, other requirements/restrictions may apply.**

### Description of Work



## Residential Permit Application Information Handout

**Detach This Page And Do Not Resubmit With Application**

### SETBACK REQUIREMENTS:

- \*Front** -R-1-15 and R-2-15 Districts = 40 feet on town roads, 60 feet on county and state roads  
 R-1-20 District = 60 feet on all roads  
 RR-1 District = 30 feet on town or private roads, 50 feet on county or state roads  
 RR-2 District = 40 feet on town or private roads, 60 feet on county or state road  
 (Measured from right of way)  
 \*The Town shall require that front yard setbacks conform to those previously existing on the same or immediately adjacent street.  
 \* In the case of a building on a through lot or corner lot, front yard depth shall be required on both streets.

- |  |                                     |
|--|-------------------------------------|
| <b>*Side</b> - R Districts = 8 feet                          | <b>Rear</b> - R Districts = 10 feet |
| RR-1 District = 10 feet on one side and 15 feet on the other | RR-1 District = 30 feet             |
| RR-2 District = 10 Feet on one side and 20 feet on the other | RR-2 District = 40 feet             |

**P.U.D.** districts and **Corner Lots** ....Please ask for assistance

- Shed**- Minimum 4 feet rear and side. 5 feet minimum from habitable (living) space of dwelling.  
**Pool**- Permitted in rear yards only and shall comply with residential setback regulations applicable to the lot.  
*Pool must be a minimum of 10' to a fence or other barrier when present.*

\*Supplemental setbacks may apply

**Side and Rear Setbacks Shall Not Impermissibly Infringe on an Easement.**

### LOT COVERAGE:

The ground area of the principal and accessory buildings on any lot shall not exceed 25% of the total area of such lot. The aggregate ground area of all accessory buildings, not including automobile garages, shall not exceed 1% of the total of such lot.

### FEE SCHEDULE:

- |                           |  |
|---------------------------|--|
| Shed - <b>\$90.00</b>     | Sun room - <b>\$160.00</b>   |
| Fence - <b>\$45.00</b>    | Pool/Hot Tub - <b>\$105.00</b>   |
| Deck - <b>\$185.00</b>    | Pergola/Gazebo - <b>\$105.00</b>   |
| Ramp - <b>\$0.00</b>      | Alternative Power - <b>\$205.00</b>  |
| Porch - <b>\$185.00</b>   | Accessory Structure - <b>\$245.00</b>  |
| Re-Roof - <b>\$50.00</b>  | Demo - Large Structure - <b>\$150.00</b> Small Structure/In-Ground Pool - <b>\$75.00</b>                     |
| Garage - <b>\$185.00</b>  | Addition - <b>\$280.00</b> Base ( <b>\$.25/SF</b> ) Plus <b>\$50.00</b> Plumbing & <b>\$4.00</b> Per Fixture |
| Carport - <b>\$105.00</b> | Basement Remodel - <b>\$185.00</b> Base Plus <b>\$50.00</b> Plumbing & <b>\$4.00</b> Per Fixture             |
|                           | Alteration/Fire Restoration - <b>\$260.00</b> Base Plus <b>\$50.00</b> Plumbing & <b>\$4.00</b> Per Fixture  |

Preexisting Structures: As listed above

Because Pre-Existing structures present a unique challenge to code officials, the Office of Building and Fire Prevention cannot certify that any pre-existing structure is substantially in conformance with structural code requirements. The Office of Building and Fire Prevention can only certify that a pre-existing structure is in substantial conformance with general code and safety requirements.

**(Fee Schedule Subject to change)**