

*Town of Canandaigua*

5440 Route 5 & 20 • Canandaigua, NY 14424 • (585) 394-1120 • Fax: (585) 394-9476  
townofcanandaigua.org

**NEW STRUCTURE/ADDITION BUILDING PERMIT APPLICATION**

1. **Subject Property** Address: \_\_\_\_\_  
Tax Map Number: \_\_\_\_\_ Zoning District: \_\_\_\_\_

2. **Property Owner:** Name(s): \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

3. **Applicant** (*if not property owner*): Name(s): \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

4. Scope of work – including the **total square footage** of the project if applicable:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Contractor Information:  
General Contractor: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

CONTRACTOR INSURANCE CERTIFICATES REQUIRED PER NYS:

WORKER COMPENSATION (C-105.2 or U-26.3) *and* (DISABILITY ) DB-120.1

*OR*

*YOU MAY COMPLETE A CERTIFICATE OF ATTESTATION OF EXEMPTION (CE-200)*

*OR*

AFFIDAVIT OF EXEMPTION - INSURANCE COVERAGE FOR AN OWNER-OCCUPIED RESIDENCE (BP-1)

\*PLEASE NOTE THAT WE CANNOT ACCEPT ACORD FORMS AS PROOF OF INSURANCE. THANK YOU.

6. NEW STRUCTURE INFORMATION

1. What is the area (ft <sup>2</sup> ) of the proposed <b>1<sup>st</sup> floor</b> ?	
2. What is the area (ft <sup>2</sup> ) of the proposed <b>2<sup>nd</sup> floor</b> ?	
3. What is the area (ft <sup>2</sup> ) of the proposed <b>garage</b> ?	
4. What is the area (ft <sup>2</sup> ) of the <b>finished basement</b> ?	
5. What is the area (ft <sup>2</sup> ) of the proposed <b>deck(s)</b> ?	
6. What is the area (ft <sup>2</sup> ) of the proposed <b>porch(es)</b> ?	
7. What is the area (ft <sup>2</sup> ) of the proposed <b>patio(s)</b> ?	
8. What is the area (ft <sup>2</sup> ) of any proposed <b>accessory structure(s)</b> ?	
What is the <b>total</b> area (ft <sup>2</sup> ) of items 1 - 8?	

7. NEW STRUCTURE ZONING INFORMATION

Dimensional Description	Applicant to Complete		Development Office Staff to Complete	
	To New Structure	Required By Code	Variance Required	
Distance from the road right-of-way				
Distance from rear property line				
Distance from right side property line				
Distance from left side property line				
Height of New Structure				
Percentage Building Coverage (All existing and proposed structures)				
Percentage Lot Coverage <b><u>RLD ZONING DISTRICT ONLY</u></b>				

8. EARTHWORK

Square feet (SF) of area to be disturbed:

\_\_\_\_\_   
 (length (ft) x width (ft) = SF

Cubic yards (CY) to be excavated:

\_\_\_\_\_   
 (length (ft) x width (ft) x depth (ft) divided by 27 = CY

9. ENVIRONMENTAL IMPACT

Will this structure be built within:

a. 100 ft of the bed of a stream carrying water on an average 6 months of the year?

YES            NO

b. 100 ft of a NYS DEC wetland?

YES            NO

c. Close proximity to a federal wetland?

YES            NO

(If yes, setback to wetland? \_\_\_\_\_ft.)

d. Steep slopes equal to or greater than 15%?

YES            NO

e. A wooded area greater than 5 acres?

YES            NO

10. PROFESSIONALLY PREPARED PLANS

Per Article 145 of NYS Education Law - To alterations to any building or structure costing more than ten thousand dollars or to projects which involve changes affecting the structural safety or public safety - No official of NY state, or of any city, county, town or village therein, charged with the enforcement of laws, ordinances or regulations shall accept or approve any plans, specifications, or geologic drawings or reports that are not stamped.

Project Cost (Including Labor) exceeds \$20,000?

YES            NO

11. IDENTIFICATION OF POTENTIAL CONFLICTS OF INTEREST

(Required by NYS General Municipal Law § 809)

- a. ***If the Applicant is an Individual:*** Is the applicant or any of the immediate family members of the applicant (including spouse, brothers, sisters, parents, children, grandchildren, or any of their spouses) related to any officer or employee of the Town of Canandaigua?  
YES                      NO
- b. ***If the Applicant is a Corporate Entity:*** Are any of the officers, employees, partners, or directors, or any of their immediate family members (including spouse, brothers, sisters, parents, children, grandchildren, or any of their spouses) of the company on whose behalf this application is being made related to any officer or employee of the Town of Canandaigua?  
YES                      NO
- c. ***If the Applicant is a corporate entity:*** Are any of the stockholders or partnership members (holding 5% or more of the outstanding shares), or any of their immediate family members (including spouse, brothers, sisters, parents, children, grandchildren, or any of their spouses) of the company on whose behalf this application is being made related to any officer or employee of the Town of Canandaigua?  
YES                      NO
- d. ***If the Applicant has made any agreements contingent upon the outcome of this application:*** If the applicant has made any agreements, express or implied, whereby said applicant may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the favorable approval of this application, petition, or request, are any of the parties to said agreement officers or employees of the Town of Canandaigua?  
YES                      NO

If the answer to any of the above questions is YES, please state the name and address of the related officer(s) or employee(s) as well as the nature and extent of such relationship:

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***Property Owner is responsible for any consultant fees  
(Town Engineer, Town Attorney, etc.) incurred during the application process.***

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12. Please note that the **Property Owner** is responsible for all consultant fees during the review of this application including legal, engineering, or other outside consultants. Applications submitted to the Town of Canandaigua Planning Board will normally receive chargeback fees of at least five hours to ten hours for planning services including intake, project review, resolution preparation, SEQR, and findings of fact. PLEASE NOTE that the number of hours will be SIGNIFICANTLY INCREASED due to incomplete applications, plans lacking detail, or repeated continuations. Subdivision applications and larger commercial or industrial projects traditionally require more hours of engineering, legal, and other consultant review and preparation and will incur higher costs. Applications for new construction may be referred to the Town Engineer for engineering review which may include at least an additional eight to twelve hours of review time. The **Property Owner** will also be responsible for legal fees for applications submitted to the Town of Canandaigua Planning Board, Zoning Board of Appeals, or the Town of Canandaigua Development Office. Fees for engineering and legal expenses traditionally range between one hundred and one hundred fifty dollars per hour. A copy of the Town's annual fee schedule is available upon request from the Development Office or the Town Clerk's Office. The **Property Owner's** signature below indicates that the **Property Owner** understands that the **Property Owner** will be responsible for all outside consultant fees incurred as a result of the submitted application, and consents to these charges. Additionally projects approved by the Town of Canandaigua Planning Board may be required to pay a parks and recreation fee as established by the Town Board (currently \$1,000 per unit) if required as part of the conditions of approval.

**Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

All applications made to the Town for new uses or development will be reviewed for compliance to the Town of Canandaigua Code and Uniform Code. Additional information may be required by the Zoning Officer or Code Enforcement Officer to complete a review and issue permit.

**PLEASE INCLUDE APPLICABLE CONSTRUCTION PLANS  
AND A SITE PLAN DETAILING THE PROPOSED PROJECT.**

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The undersigned represents and agrees as a condition to the issuance of this permit that the development will be accomplished in accordance with the Town Zoning Law, the New York State Uniform Fire Prevention and Building Code, and the plans and specifications annexed hereto.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***PERMIT WILL NOT BE ISSUED WITHOUT PROPERTY OWNER(S) SIGNATURE.***

Please **DO NOT** send payment with this application.  
Payment shall not be made until the fee is determined and the permit is issued.

**For Office Use Only**

Application requires review by Planning Board and/or Zoning Board of Appeals?

**YES**                      **NO**

Application has been reviewed by Planning Board and all approval(s) required have been granted?

**N/A**                      **YES**                      **NO**                      Approval Date: \_\_\_\_\_

Application has been reviewed by Zoning Board and all variances(s) required have been granted?

**N/A**                      **YES**                      **NO**                      Approval Date: \_\_\_\_\_

\_\_\_\_\_  
Zoning Officer

\_\_\_\_\_  
Date

Floodplain Development Permit Required?

**YES**                      **NO**

Flood Hazard Area: \_\_\_\_\_ FEMA FIRM Panel # \_\_\_\_\_

Within environmentally sensitive, open, deed restricted or conservation easement area?

**YES**                      **NO**

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Permit Application Approved?

**YES**                      **NO**

\_\_\_\_\_  
Code Enforcement Officer

\_\_\_\_\_  
Date

<b>Permit Issued</b>	<b>Permit Number</b>	<b>Fee</b>
Building Permit Fee		
Soil Erosion Permit Fee		
Recreation Fee		
Total Permit	(non-refundable)	