

# 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> ?	
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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?

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(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?

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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 \$10,000?

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?  
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YES                    NO

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

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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:

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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)	

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Zoning Officer

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Date

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**YES**            **NO**

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

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**YES**            **NO**

Comments:

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<b>Permit Issued</b>	<b>Permit Number</b>	<b>Fee</b>
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