

# Town of Canandaigua

5440 Routes 5 & 20 West  
Canandaigua, NY 14424  
(585) 394-1120 / Fax (585) 394-9476  
www.townofcanandaigua.org

## BUILDING A HOUSE IN THE TOWN OF CANANDAIGUA

When applying for a building permit you will need the following:

1. Completed “New House” or “Tear Down / Rebuild House” Permit Application.
2. Completed Soil Erosion and Sediment Control Permit Application.
3. Approved septic system design from a professional engineer or from the Ontario County Soil and Water Conservation District office.
4. Water information:
  - a. Public water from:
    - The Canandaigua Water District;
    - The Canandaigua-Farmington Water District; or,
    - The Canandaigua-Hopewell Water District
  - b. Private well - *NY State well digger certification required.*
5. Site Plan showing location of driveway, new structures complete with setbacks, septic and well locations, stream beds, etc.
6. Two (2) wet stamped sets of house blueprints that include:
  - Height of the new house from the average finished grade
  - House elevations shown from the north, south, east, and west
  - Floor plans
  - Wall sections / footings / framing
  - Truss drawings/roof system layout including all bracing patterns
  - Joist/Truss Joist / I-Joist system layout including all bracing patterns
  - Window and door schedule including egress specifications
  - Fireplace specifications, if applicable
  - Energy calculations (We recommend submitting this using REScheck software)
  - HVAC, electrical, plumbing, and finishing details
  - Location of all smoke and Carbon monoxide detectors
7. Insurance Certificates for Contractor – with Town of Canandaigua as Certificate Holder:
  - *NY State form* showing current workers compensation coverage, and
  - *NY State form* showing current disability coverage.
8. An instrument survey showing the location and setbacks of all structures on the property is required for Certificate of Occupancy.