



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 _____



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,
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
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

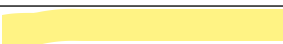
6'-8" finished floor to finished ceiling height minimum, **6'-4"** finished floor to duct work and beams minimum. **Emergence** escape/rescue opening(s) required from habitable space created in basement.

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





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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.

- | | |
|--|--|
| *Side- R Districts = 8 feet
RR-1 District = 10 feet on one side and 15 feet on the other
RR-2 District = 10 Feet on one side and 20 feet on the other | Rear- R Districts = 10 feet
RR-1 District = 30 feet
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 - \$90.00	Sun room - \$160.00
Fence - \$45.00	Pool/Hot Tub - \$105.00
Deck - \$185.00	Pergola/Gazebo - \$105.00
Ramp - \$0.00	Alternative Power - \$205.00
Porch - \$185.00	Accessory Structure - \$245.00
Re-Roof - \$50.00	Demo - Large Structure - \$150.00 Small Structure/In-Ground Pool - \$75.00
Garage - \$185.00	Addition - \$280.00 Base (\$.25/SF) Plus \$50.00 Plumbing & \$4.00 Per Fixture
Carport - \$105.00	Basement Remodel - \$185.00 Base Plus \$50.00 Plumbing & \$4.00 Per Fixture
	Alteration/Fire Restoration - \$260.00 Base Plus \$50.00 Plumbing & \$4.00 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)