

Building Permit Instructions

**Town of York Code Enforcement Office
2668 Main Street — P.O. Box 187—York, New York 14592
(585) 243-3128 or (585) 245-2687**

- 1. Proposal must be approved by the Code Enforcement Officer.**
- 2. Building Permit Application**
 - A. One original application must be submitted.**
 - B. Septic Permit must be a part of the application if applicable.**
 - C. Two sets of freshly stamped plans are required if project is valued at \$20,000 or More. These plans must include a material list, a plot plan, foundation plan, floor plan, elevation, sectionals, plumbing, electrical, and heating-venting-air conditioning. The fresh stamp must be stamped by a New York State Licensed Engineer or or Architect.**
 - D. Applicants contractor is to send to the Code Enforcement Office a Certificate of insurance.**
 - E. Site Specific storm water, soil erosion control plan is requested with application if applicable.**
 - F. Fee is required when the application has been approved. You will receive your permit showing what the Permit has been issued for, and what inspections are required.**
- 3. The Code Enforcement Officer has 30 Days to review plans and approve or disapprove Building Permit Applications. Proposed changes to approved Building Permit Plans will require approval from the Code Enforcement Officer and a letter from your contractor and/or engineer/architect may be required.**
- 4. Building Permits are required for the following:**
 - A. Residential: Any remodeling that includes, electrical, plumbing, structural changes, or changes in the outside size, shape, or appearance. This may include some door and window replacements.**
 - B. Commerical Work: ALL**
 - C. All new structures including pools, sheds, decks, sun porches, and additions.**
 - D. Construction of all chimneys, fireplaces, and solid fuel stoves.**
 - E. Demolition of any type of structure.**
 - F. Gas Appliances**

If you are not sure if you need a permit, please contact the Code Enforcement Office at (585)243-3128.
- 5. Upon completion of a project, a Final Inspection will need to be completed by the Code Enforcement Officer for issuance of a Certificate of Compliance or Certificate of occupancy.**
- 6. Time Limits**
 - Building Permits are issued for a limited period of time.**
 - Construction must start within 120 Days after the Building Permit has been issued and must be completed with in one year of issuance.**
 - Permits may be renewed at a charge of \$15.00 thereafter.**

