



# TOWN OF WEBSTER

## BUILDING PERMIT APPLICATION

Office (585) 872-7036 • Fax (585) 872-4437 • buildingdept@ci.webster.ny.us  
1000 Ridge Road, Webster NY 14580

OFFICE USE
BP# _____

**Applicant/Contact Person:**  Check if applicant is property owner

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Property Owner Information:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Contractor:**  Check if not applicable (CE-200 will be required)

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Job Site Address:** \_\_\_\_\_

**Description of Work:** SURVEY MAP TO SCALE SHOWING LOCATION OF WORK ON PROPERTY IS REQUIRED

**Construction Cost:** \_\_\_\_\_ **Zoning Board Approval:** Yes / No / Unknown  
**Planning Board Approval:** Yes / No / Unknown

Note: Acceptance does not relieve the agent, architect, builder, engineer or owner from complying with any of the provisions of the NYS building codes, energy codes, SEQRA Act, local zoning etc., whether stated, implied or omitted in the plans and specifications submitted for the building permit.

By the signature below, on behalf of the applicant or owner, I hereby authorize representatives from the Town of Webster to enter the above referenced property, during normal hours, for the purpose of conducting inspections of the proposed construction/activity, as required by applicable law, rules, regulations ordinances and orders.

\_\_\_\_\_  
**(Signature of Property Owner or Agent for Property Owner)** \_\_\_\_\_  
Date

**FOR OFFICE USE ONLY:**

Lot Information: Front: \_\_\_\_\_ Left: \_\_\_\_\_ Right: \_\_\_\_\_ Rear: \_\_\_\_\_ Zoning: \_\_\_\_\_

Setbacks: Front: \_\_\_\_\_ Sides: \_\_\_\_\_ Rear: \_\_\_\_\_

<b>Inspections Required:</b>	
<input type="checkbox"/> Footing	<input type="checkbox"/> Rough Framing
<input type="checkbox"/> Foundation	<input type="checkbox"/> Rough Plumbing
<input type="checkbox"/> Insulation	<input type="checkbox"/> Under Slab Plumbing
<input type="checkbox"/> Final C/O	<input type="checkbox"/> Electrical Inspection
<input type="checkbox"/> Final C/C	<input type="checkbox"/> Other: _____

_____ <b>Approved</b>
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# TOWN OF WEBSTER

## Submission Requirements

Office (585) 872-7036 • Fax (585) 872-4437 • [buildingdept@ci.webster.ny.us](mailto:buildingdept@ci.webster.ny.us)

- All submissions will be reviewed by the Building Inspector and Department of Community Development (if necessary) for any proposed construction project.
  - All Applicants must submit proof of the following: Liability Insurance & Workers' Compensation Insurance, unless a Certificate of Attestation of exemption from the NYS Workers Compensation Board (CE-200) is submitted waving Workers' Compensation.
  - All Certificates are required to list The Town of Webster, 1000 Ridge Rd, Webster, NY 14580 as certificate holder.
1. **New Homes:**
    - a. A completed building permit application
    - b. Two (2) sets of printed plans; One (1) set must be stamped by a licensed architect/engineer and will remain in the Building department, plus one additional copy of plans to be submitted in pdf format
    - c. Energy Conservation Construction Code (RES-check Comp. Certificate/or other approved method)
    - d. Manual "J"/ Heat Calculations, Plot/Tape Map
  2. **Additions to Residential Properties:**
    - a. A completed building permit application
    - e. Construction drawings (Two (2) sets of stamped Architectural drawings if construction is over \$20,000, plus one additional copy of plans to be submitted in pdf format)
    - b. Instrument Survey of the property showing location of construction project
  3. **Permits are also required for:** accessory structures, sheds, above & inground pools, decks, cabanas, gazebos, arbors, generators, finished areas such as basements or bonus rooms, egress windows or bilco doors, demolition of a building, tank removal etc. Also for all signs. Please call the office at (585) 872-7036 or visit the website at [www.ci.webster.ny.us](http://www.ci.webster.ny.us) if you are unsure whether a permit is required for your project.

*(the following information is not applicable to some of these items)*

    - a. A completed building permit application
    - b. Decks require a copy of the construction drawings with footings (size/ depth), framing (size/ spans), and square footage indicated
    - c. An Instrument Survey of the property showing location of construction project
    - c. Interior renovations require a floor plan; finished basements will require an egress window to be installed that meets NYS Building Codes and must be shown on the plans
  4. **Fences & Sheds**
    - a. A completed building permit application
    - b. If applying for a shed, specifications of shed must accompany the permit application
    - c. An Instrument Survey of the property showing location of construction project

*(must follow guidelines for installation of sheds & fence, see website for complete details)*
  5. **Re-Roof**
    - a. A completed building permit application
    - b. Proof of Insurance, Liability & Workers' Compensation
  6. **Commercial: New Construction, Renovation & Additions**
    - a. A completed building permit application
    - b. Two (2) complete stamped sets of plans
    - c. Proof of Insurance, Liability & Workers' Compensation
    - d. Any necessary ComChecks, Water Usage, code reviews or other paperwork required after review

# Town of Webster

## Building Department



1000 Ridge Road, Webster, NY 14580 (585)872-7036 Website: [www.ci.webster.ny.us](http://www.ci.webster.ny.us)

### SWIMMING POOL/ SPA SUPPLEMENT TO BUILDING PERMIT APPLICATION

- As the **HOMEOWNER**, I have applied for a building permit for a :  
 Above Ground Pool    In ground Pool    Hot Tub/ Spa
- I acknowledge that I am responsible for the :  
 Fence    Enclosure    Electrical (Including Inspection)
- I acknowledge that I am responsible for the **FINAL INSPECTION** and will schedule this by calling the Town of Webster Building Department at (585) 872-7036.
- As the **CONTRACTOR**, I have applied for a building permit for a :  
 Above Ground Pool    In ground Pool    Hot Tub/ Spa
- I acknowledge that I am responsible for the :  
 Fence    Enclosure    Electrical (Including Inspection)

I FURTHER UNDERSTAND THAT THE POOL/ HOT TUB/ SPA, **MAY NOT BE USED** UNTIL ALL INSPECTIONS ARE MADE AND A **CERTIFICATE OF COMPLIANCE** HAS BEEN ISSUED BY THE TOWN OF WEBSTER.

#### **CHECK APPROPRIATE BOX :**

- IN GROUND POOL** – A fence/ enclosure plan **MUST** be submitted before a building permit is issued for inground pools. Existing site drainage **CANNOT** be altered and grading will be part of the final inspection. (Plan shall include; height, location of self-closing/ self-latching gate(s), if the house is part of the permanent barrier all doors within pool area must have **UL 2017** compliant alarms and windows within pool area may not open more than **4 inches**. **ALL** pools **MUST** have an installed/functioning surface alarm.
- ABOVE GROUND POOL** – A fence/ enclosure plan **MUST** be submitted for a above ground pool with attached deck or if deck is attached to a house or if any excavation work is done to provide level ground for the pool installation. Existing site drainage **CANNOT** be altered and grading will be part of the final inspection. If pool edge is **LESS THAN 48 inches** or if there is access to pool from a deck the plan shall include; height, location of self-closing/ self-latching gate(s), if the house is part of the permanent barrier all doors within pool area must have **UL 2017** compliant alarms and windows within pool area may not open more than **4 inches**. **ALL** pools **MUST** have an installed/functioning surface alarm.

CONTINUED →

- HOT TUB/ SPA** – A fence/ enclosure plan **MUST** be submitted for any Hot Tub/ Spa that has sides **LESS THAN 48 inches** in height from **ANY** accessible area surrounding it. If the Hot Tub/ Spa has sides that meet the minimum of 48 inches, the steps accessing it **MUST** be removable. (Plan shall include; height, location of self-closing/ self-latching gate(s), if the house is part of the permanent barrier all doors within pool area must have **UL 2017** compliant alarms and windows within pool area may not open more than **4 inches**. Electrical inspection is required for final inspection.

**I have reviewed the information above and received a copy of the Town of Webster Codes and Regulations for Pools/ Hot Tubs/ Spas and requirements for permanent barriers.**

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*Signature*

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*Date*

---

*Print Name*

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*Phone Number*

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*Property Address*

*(For Town Use Only)* Building Permit Number : \_\_\_\_\_



- 20' WIDE STORM SEWER & DRAINAGE EASEMENT TO THE TOWN OF WEBSTER (PER REF. No. 1)

**NO POOLS PERMITTED IN ANY EASEMENTS ON PROPERTY WITHOUT A LICENSING AGREEMENT WITH THE TOWN OF WEBSTER**

- POOL SURFACE ALARM MUST COMPLY WITH ASTM F2208.
- POOL ENCLOSURE / BARRIER MUST COMPLY WITH R326.4.2 IN NYS RESIDENTIAL CODE BOOK.

**FENCE ENCLOSURE MUST BE AT LEAST 48" HIGH WITH SELF CLOSING/ SELF LATCHING GATES**

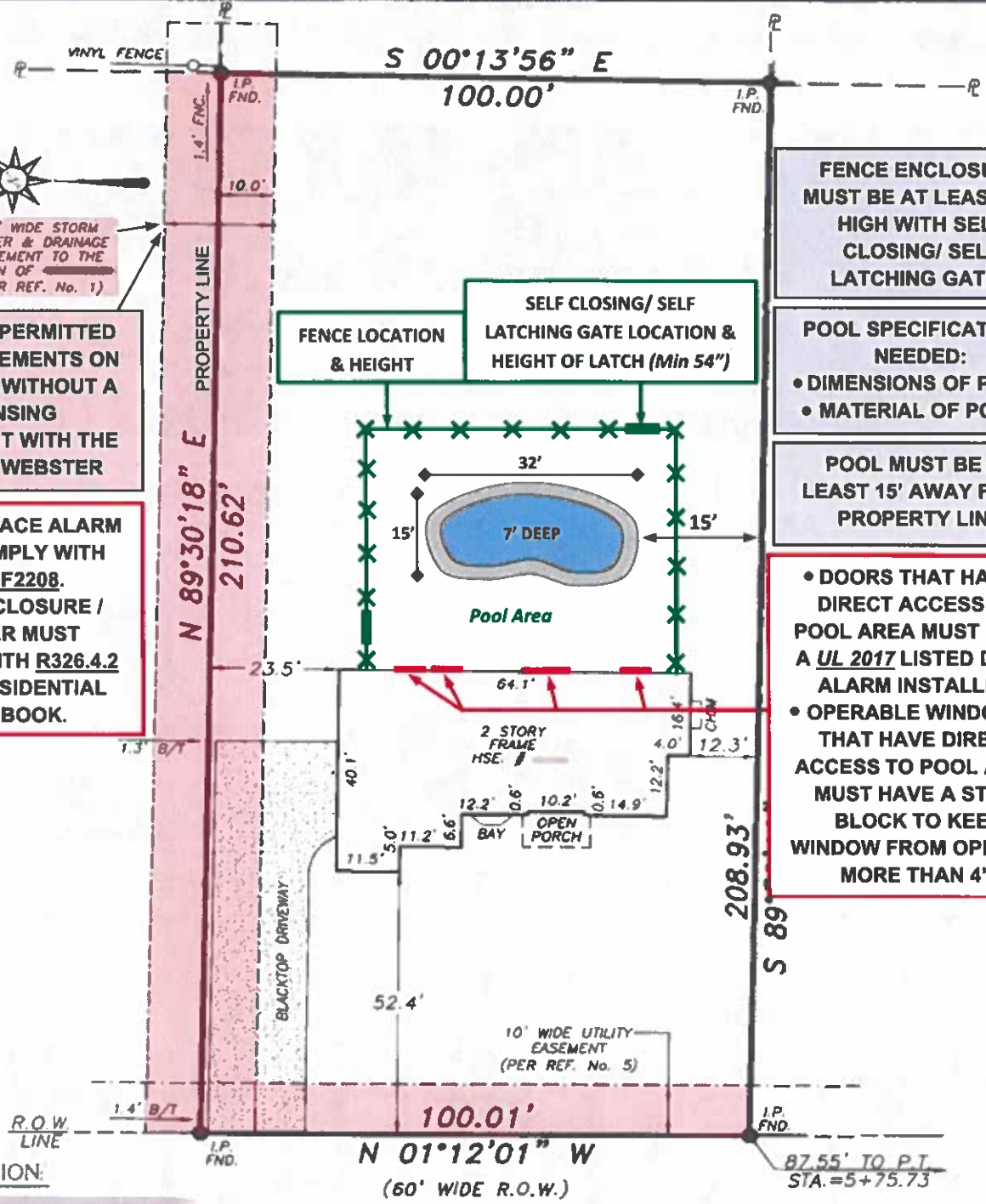
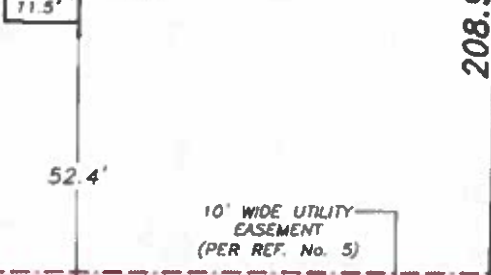
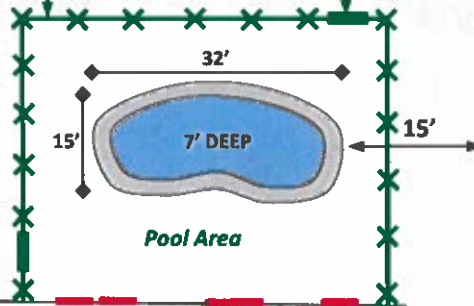
**POOL SPECIFICATIONS NEEDED:**

- DIMENSIONS OF POOL
- MATERIAL OF POOL

**POOL MUST BE AT LEAST 15' AWAY FROM PROPERTY LINE**

- DOORS THAT HAVE DIRECT ACCESS TO POOL AREA MUST HAVE A UL 2017 LISTED DOOR ALARM INSTALLED.
- OPERABLE WINDOWS THAT HAVE DIRECT ACCESS TO POOL AREA MUST HAVE A STOP/ BLOCK TO KEEP WINDOW FROM OPENING MORE THAN 4".

FENCE LOCATION & HEIGHT  
SELF CLOSING/ SELF LATCHING GATE LOCATION & HEIGHT OF LATCH (Min 54")



CERTIFICATION:

REFERENCES:

- 1.)
- 2.)
- 3.)
- 4.)
- 5.)

NOTES: 1.) PREMISES SUBJECT TO ALL EASEMENTS, RESTRICTIONS & COVENANTS OF RECORD NOT REFERENCED IN ABSTRACT OF TITLE.  
2.) THE USE OF THIS MAP IN CONJUNCTION WITH AN AFFIDAVIT OF NO CHANGES RELEASES THE SURVEYOR OF ALL RESPONSIBILITY

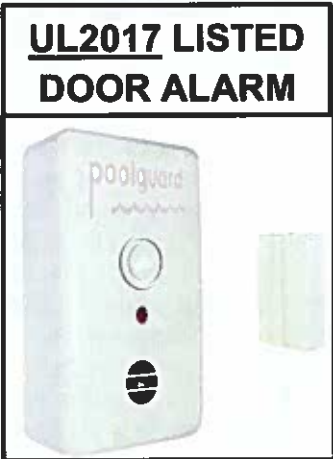
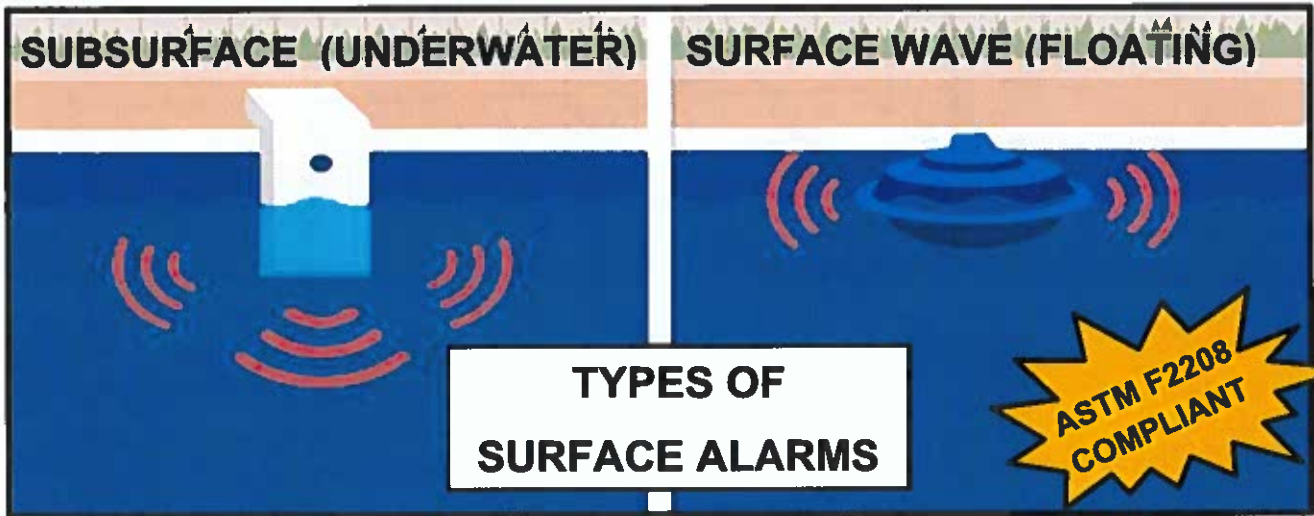
COMPLETED AND REFERENCED TO THE STATE RECORDS



N.Y.S.P.L.S. No. 50791 DATE

INSTRUMENT SURVEY MAP

# EXAMPLE



**WINDOW STOPS/ BLOCKS**



**POOL FENCE & GATE REQUIREMENTS**

