



22 Main Street, Ste. 3, Scottsville, NY 14546
585-889-6050 phone 585-889-2505 fax
www.scottsvillen.org

BUILDING PERMIT REQUIREMENTS FOR RESIDENTIAL ADDITIONS AND INTERIOR REMODELING

For finished basements, see our Basement Remodeling handout packet.

1. Submit two copies of an instrument survey map of the property with the addition sketched on the map. Indicate the distance to property lot lines. **NOTE:** A map is not required for interior remodeling.
2. Submit two copies of a scaled construction drawing. The drawings must include a cross section indicating the materials used, sizes, spans, support, insulation, manufacture of windows and doors, heat loss calculations and a duct layout. Additions and interior remodeling in excess of 250 sq. ft. and construction cost over \$10,000 require stamped plans from an architect. Smoke and Carbon Monoxide alarms are required throughout the house per the current N.Y.S. Residential Building Code, see page two of this document.
3. **If access to the work area requires encroaching on neighboring property, the owner must submit a "Property Access Agreement Form" signed by the owner of all properties involved. See attached form.**
4. Downspouts for roof gutters must connect to the storm lateral conductor. Contact the **Code Enforcement Officer at 585-889-6050** for the requirements and see page 3 of this document.
5. **Please add the property address to all paperwork submitted.**
6. Provide an estimated cost of construction.
7. The contractor must have **General Liability, Workers' Compensation and Disability Benefits** insurance on file with the **Village of Scottsville** before a permit can be issued. Please call the Code Enforcement and Development Department with any questions.
8. Check with the **Code Enforcement Officer** for the required setbacks for the property.
9. Plan review is done by our staff prior to issuance of a building permit. After receiving the above information, this review is done in a timely manner. During busy times, the review of a minor project could take up to five business days. We always try to expedite the review, but planning ahead helps us all.
10. At least 24 hours notice is required for inspections. Required inspections will be noted on the Building Permit.
11. Footers must be 42 inches deep and must be inspected **before concrete is placed.**
12. A Certificate of Occupancy (final inspection) is required on all permits. A fee of \$20.00 (plus any assessed re-inspection fees) is due before a Certificate of Occupancy is issued.
 - **The space cannot be used until a Certificate of Occupancy is issued.**
 - **It is the owner's responsibility to verify a Certificate of Occupancy has been issued.**
13. Permit Fee: \$0.15 per square foot with a \$25.00 minimum charge.