

## WHEN ARE PERMITS REQUIRED?

### RESIDENTIAL

New construction of homes, garages, and carports

Storage buildings more than 144 sq ft including prefabricated buildings delivered and installed on site; 100 sq ft in an R-1 District

Additions and alterations to buildings

Decks, stairs and railings

Enclosing porches/decks, and extending roof lines over decks

Rebuilding, renovations and remodeling

Structural changes

Installation of chimneys, fireplaces, woodstoves, pellet stoves and outside heating appliances

Swimming pools, in ground and above ground, including decks around pools and spas, fence enclosures and electrical code requirements

Demolition of buildings

Roofing involving complete tear off of existing roofing and installation new roofing material

Electrical, plumbing and gas piping

## WHEN ARE PERMITS NOT REQUIRED?

### RESIDENTIAL

Siding  
**Must meet energy code requirements.**

Reroofing\*  
**\*There are building code requirements for ice and water shield and the number of shingle layers permitted. Check with this office for requirements.**

Sheds and play houses not more than 144 sq ft in an AR-District and 100sq ft in an R1- District

Swimming pools less than 24 inches in deep that are above ground.  
**Electrical codes apply.**

Painting, carpeting and similar finish work

Non structural minor repairs

Replacement windows \*  
**\*The fenestration U-Factor must be equal to or less than 0.35.**

Fences that meet zoning requirements and are not for swimming pools

## WHAT DO I NEED TO SUBMIT?

Site plan drawn to scale or survey map showing size of the lot, location of buildings, location of improvements and distances to property lines of buildings.

Two sets of building plans and/or specifications drawn to scale, showing how the building is to be constructed to include window and door dimensions.

Residential buildings must show energy conservation code compliance. Window, door, skylight, insulation (R-values) and fenestration (U-factor) requirements must be submitted with plans.

If the building to be built is over 1500sq ft or the cost of the project is over \$20,000 then all plans must be stamped by a New York State licensed Engineer, in compliance with the New York State Education Law Articles 145 and 147. Changes or amendments to stamped plans will not be accepted unless they have been reviewed by the issuing licensed professional and the Code Enforcement Officer.

Contractors must supply proof of worker's compensation and disability insurance.

Home owners wishing to do their own work must submit an affidavit of exemption of worker's compensation.