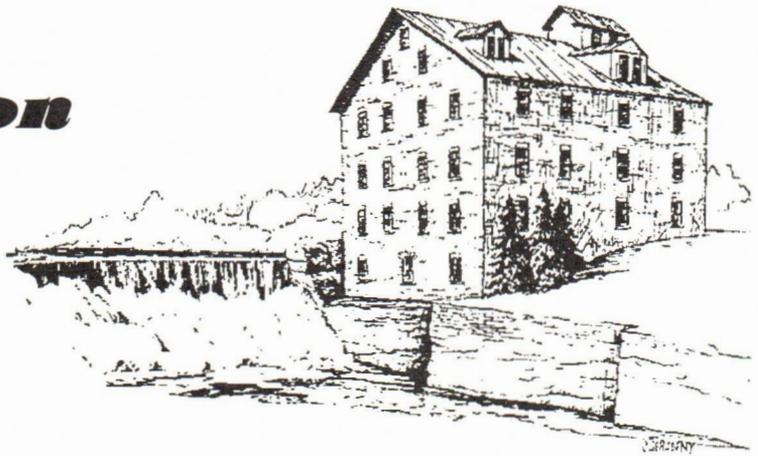


Town of Mendon

*Preserving the Past...
Protecting the Present...
Promoting the Future*



INSTRUCTIONS FOR SUBMITTING BUILDING PERMIT APPLICATION

Permit Package Checklist / Worksheet

Incomplete applications will not be accepted

- Application for building permit filled out completely, signed and dated with required supporting documents
- Submit Two (2) paper copies and One (1) digital PDF of an instrument survey map or site plan of the property showing the locations of existing and proposed structures. This plan should include; dimensions to property lines, relationship to adjoining premises, public streets or areas, a detailed description of the layout of property and conditions, any existing utilities such as electric, gas, water and septic / sewer.
- Submit Two (2) complete paper copies and One (1) digital PDF of construction plans describing in detail; the nature of the work to be performed, a cross sectional view with labels indicating materials and equipment to be installed, details of the structural, mechanical and plumbing system components including sewage disposal system and water drainage system. These documents shall be prepared by a New York State registered design professional, and bear the seal and signature of the designer.
 1. New residential dwellings will require plans stamped by an Architect or Professional Engineer
 2. Additions and Remodeling that have a cost in excess of \$20,000 or include modifications to the structure of the building will require plans prepared by a certified design professional
- The Contractor must have Workers Compensation and General Liability insurance on file with the Town of Mendon named as the certificate holder before any permits are issued.
- Check with the Building Department for applicable Zoning district, setbacks and easements specific to your property
- When submitted, a plan review will be conducted by the building inspector and is usually done in a timely manner, however during peak construction season please understand that this process may take up to five business days even for minor projects. We will always try to expedite this process but the applicant should plan ahead as this helps everyone have the best experience.
- After review and upon approval of the application and payment of all applicable fees, a Building Permit will be issued. The applicant shall notify the building department at least 24 hours prior to any requested inspections.

Failure to complete the prescribed inspections may result in suspension of permit or a stop work order.
- All footings must be a minimum of 42" inches deep and inspected prior to placement of concrete. Framing and mechanical system inspections must be performed prior to Insulation. Electrical inspections are performed by a Town approved third party agency; a current list is available from the building department. All wastewater / septic system field inspections are performed by Monroe County Health Department and should be coordinated through that agency. Please contact MCHD @ (585) 753-5060

- A blower door test is required for all new builds and existing buildings that have had significant updating to the building's thermal envelope. The building or dwelling must be tested and verified as having an air leakage rate not exceeding three (3) air changes per hour. Please call the Building Department with any questions pertaining to current Energy Codes or required minimum insulation and fenestration values. If not using
- A final inspection that results in the issuance of a Certificate of Occupancy / Certificate of Completion is required for all permits. **No buildings or spaces are to be used or occupied prior to the issuance of a Certificate of Occupancy.**
- Building permit applications are available online at www.TownofMendon.org

Questions: (585) 624-6066

Fax # (585) 624-6065

PROJECTS THAT REQUIRE A BUILDING PERMIT

Residential / Commercial:

- Additions
- Alterations
- Attic Space / Bonus Room
- Basement Finish
- Car Ports / Soft Structures
- Demolition
- Fireplace / Solid Fuel Burning appliance
- Garage
- Generators
- Plumbing
- Porches
- New Residential Dwellings & Conversions

Accessory Structures:

- Decks
- Fences
- Pools
- Hot Tubs / Spas
- Sheds (All types and sizes)
- Signs