

Village of Wolcott  
Building Permit Application

JOB LOCATION: \_\_\_\_\_

OWNER: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ PHONE \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ PHONE \_\_\_\_\_

ARCHITECT OR ENGINEER: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ PHONE \_\_\_\_\_

PROPOSED USE OR OCCUPANCY OF ALL PARTS OF THE LAND AND OF THE  
PROPOSED BUILDINGS/STRUCTURE: \_\_\_\_\_

CLASS OF WORK: NEW    ADDITION    ALTERATION    MOVE    REMOVE

TYPE OF CONSTRUCTION: \_\_\_\_\_

OCCUPANCY GROUP: \_\_\_\_\_ SIZE OF BUILDING: \_\_\_\_\_  
(TOTAL SQUARE FEET)

NUMBER OF STORIES: \_\_\_\_\_ MAXIMUM OCCUPANT LOAD: \_\_\_\_\_

NUMBER OF DWELLING UNIT: \_\_\_\_\_

DESCRIBE SITE: \_\_\_\_\_

DESCRIBE PROPOSED WORK: \_\_\_\_\_

ESTIMATED COST OF WORK: \_\_\_\_\_ PERMIT FEE: \_\_\_\_\_

\* Substantiation must be provided if requested by the Village of Wolcott.

One set of plans and specifications for the proposed work shall be enclosed with this application and those plans and specifications shall be in accordance with the State Education Law, Sections 7307 & 7209. Basically, this law requires that the seal and signature of a licensed architect or professional engineer be affixed to all plans submitted except for farm buildings, residential buildings under 1500 gross square ft., or Co alterations costing fewer than twenty thousand dollars. (The applicant may request that the requirement of plans and specifications be waived where the work to be done involves minor alterations or are otherwise unnecessary)

**\*\*NOTE: PROOF OF LIABILITY INSURANCE IS REQUIRED ON ALL PERMITS\*\***

- (A) The applicant shall notify the Village of Wolcott Clerk or Inspector of any changes in the information contained in the application during the period for which the permit is in effect. A permit will be issued when the application has been determined to be complete, and when the proposed work is determined to conform to the requirements of the Uniform Code. The authority conferred by such permit may be limited by conditions, if any contained therein.
- (B) A building permit issued pursuant to this part shall be prominently displayed on the property or premises to which it pertains.
- (C) A building permit issued pursuant to this part may be suspended or revoked if it is determined that the work to which it pertains is not proceeding in conformance with the Uniform Code or with any condition attached to such permit; or if there has been a misrepresentation or falsification of a material fact in connection with the application for the permit.
- (D) A building permit issued pursuant to this part shall expire one year from the date of issuance or upon the issuance of a certificate of occupancy (other than a temporary certificate of occupancy), whichever occurs first. The permit may upon written request, be renewed for successive one year periods provided that (1) the permit has not been revoked or suspended at the time the application for renewal is made, (2) the relevant information in the application is up to date, and (3) the renewal fee is paid.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

\_\_\_\_\_ Date: \_\_\_\_\_  
 Signature of Applicant or Authorized Agent

\_\_\_\_\_ For the Village of Wolcott Use Only  
 Application Accepted by: \_\_\_\_\_ Plans Checked by: \_\_\_\_\_

Approved for Issuance by: \_\_\_\_\_ Copy to Regional Office: \_\_\_\_\_

Copy to Local Government: \_\_\_\_\_ Fee Received: \_\_\_\_\_

Permit Issued: \_\_\_\_\_ Denied: \_\_\_\_\_ Plans Approved: \_\_\_\_\_

C.O. Applied for: \_\_\_\_\_ C.O Issued: \_\_\_\_\_

Comments: \_\_\_\_\_

Please deliver applications to the Village of Wolcott Office, or mail directly to:

Village of Wolcott  
 PO Box 85  
 Wolcott, NY 14590

*Village of Wolcott*  
6015 New Hartford Street  
PO Box 85  
Wolcott, NY 14590  
Phone (315) 594-9501  
vwolcott@rochester.rr.com  
TDD (800) 662-1220

*John W. Monson*  
**Mayor**  
**Treasurer**

*Melanie DeBadts*  
**Clerk-**

## **GENERAL INFORMATION FOR BUILDING PERMIT APPLICATIONS**

### **GENERAL**

Building permits are required for the erection, construction, enlargement, alteration, repair, removal, improvement, demolition, conversion or change of occupancy of any building or structure in the Village of Wolcott. The permit application and construction must meet Village of Wolcott Zoning Regulations and New York State Fire and Building Codes.

### **SUBMISSION**

Your submission must include:

1. Completed permit application.
2. Site plan, showing locations of property lines, proposed and existing buildings, wells, septic system, drainage ditches, creeks, streams and any other bodies of water, driveways, right-of-ways and parking areas.
3. Plans or sketch of proposed building. Sufficient drawings, specifications to completely show the materials, design and construction methods to be used and references to other structures on the property and property lines.
4. If a contractor is to be involved, a certificate of insurance for Worker's Compensation and Disability insurance must be provided.

Certified plans will be required for any new non-residential construction, residential construction that is over fifteen hundred (1,500) square feet and any alterations over \$20,000.00 in value. Certified plans will also be needed for changing the structure of a house or building. (Factory built trusses would require certified plans.)

To avoid delays, we suggest that all required paperwork be submitted at least three weeks prior to the start of construction. **Construction may not begin until a permit is issued.**

## **FEES**

Before a permit will be issued, the applicant shall pay a fee based on the total valuation of construction or other activity to be undertaken. The fee will be determined by the Village of Wolcott Code Enforcement Officer.

## **INSPECTIONS**

Depending upon the scope of the work involved, any or all of the following inspections may be required:

- Site and plan review
- Footer inspection before footings are poured
- Foundation inspection before backfill
- Framing inspection
- Plumbing and/or heating inspection
- Electrical inspection (by an approved agency)
- Insulation inspection
- Final – Certificate of Occupancy or Compliance

## **VIOLATIONS**

Violations of local law regarding Code Enforcement are punishable by fine.

## **OTHER**

We look forward to working with you on this project. If you have any questions, feel free to contact:

Otis Vezzose

Phone: (315) 594-1572

Fax: (315) 594-1634

Code Enforcement Officer

## **ALTERNATIVES**

If your building permit application is denied, due to a zoning issue, you may apply for a special permit or a variance. An application for a special permit goes before the Planning Board. An application for either a use variance or an area variance must first go before the Planning Board for review. The Planning Board's recommendation for approval or denial is given to the Zoning Board of Appeals. The Zoning Board then schedules a public hearing for each variance application to allow Village of Wolcott residents the opportunity to express their opinions of support or opposition to the variance. The Zoning Board of Appeals makes the final ruling on the application for variance.

The Planning Board meets the second Monday of each month at 7:00 pm. The Zoning Board of Appeals meets on an as needed basis. If you would like to be on the agenda for the Planning Board, you must have all the necessary paperwork turned in to the Village Office no later than noon on the Wednesday preceding the scheduled meeting.