



Village of Geneseo
Livingston County, New York

APPLICATION FOR BUILDING / ZONING PERMIT

Instructions Page

(Please do not turn in this page with your application.)

1. This Application to be filled in by type or in black or blue ink. Please submit two completed copies with two sets of plans, drawings, and specifications to the Code Office (One copy of the permit and plans will be returned).
2. Zoning plot sketch is required when exterior lines of the building or adding a structure (shed, pool, garage, etc.) showing the proposed changes on a diagram, or on separate drawings, showing location of changes proposed, with dimensions from property lines, the surface elevation of front yard at the front wall of the principal building as related to the surface of the street or highway, lot number, street names and a lot description is a part of the application. If the lot is irregular please provide as much information as possible for lot lines. If you have a deed drawing or architectural plans please submit those in favor of the sketch requested.
3. The work covered by this application shall not be commenced before the issuance of a Permit and fees paid to the Village Clerk. If any third-party services are required for the issuance of a permit those costs to the Village will be billed to the applicant.
4. Upon approval of the Application the Code Enforcement Officer will issue a Permit to the applicant and return one set of the Plans and Application. The Permit and approved Plans shall be kept on the premises as the work progresses. Required inspections are listed on the permit and should be scheduled at least 48 hours in advance. In the event a permit is declined you will be contacted on options including a variance process.
5. No building shall be occupied or used in whole or in part for any purpose until a Certificate of Occupancy has been provided. In the case of alterations or additions those alterations or additions shall not be used or occupied until a Certificate of Compliance has been provided.
6. All new construction of buildings, additions and alterations must comply with the ICC Building Codes including the Energy Conservation Code as Amended by New York State. If you need the current code revision date contact the office.
7. Building Permits expire one year from the date of issue and may be extended as per Village Code.
8. Permits are issued subject to the provisions of Section 57 of the Workman's Compensation Law. In issuance of the permit the Village assumes no responsibility regarding the performance or quality of work, except as provided by law.
9. Pool Applications: Pool alarm and barriers are required to keep unwanted people from access and drowning. Your supplier will know all the requirements or can be provided by this office. Those details are required for applications. **A \$100 dollar deposit is due when the permit is issued refundable when project is complete within 120 days.**

Reasons for the delay in issuing building/zoning permits:

1. Incomplete information on the application
 - a. No Zoning information and map.
 - b. Contact information for owner and/or contractor incomplete.
 - c. Contractor insurance certificates and Workers Compensation Insurance (or exemption) required.
 - d. Insufficient detail on building plans.
2. For new construction:
 - a. Required details for Energy Conservation Code

Reasons for delay in a Certificate of Occupancy or Completion

1. Failure to provide documentation of required third party inspections.
2. Failure to provide the required specifications for construction, materials, or equipment.

If you have any questions about what should be included in your permit please call the office at 585-243-1177 x104 or send an email to villagecode@geneseony.org

Thank you,
Village Code Office



Village of Geneseo
Livingston County, New York

APPLICATION FOR BUILDING / ZONING PERMIT

Permit Number: _____

Date: _____

Site Address: _____

Tax ID: _____

Zone: _____

Property Owner and Address:

Name		Primary Phone		Secondary Phone	
Mail Address		City State Zip		Email Address	

Contractor or Applicant Contact Information:

Business Name		Contact Name		Phone	
Address City, St, Zip				Email	

Scope of Work:

Type of Work (Check all which apply)		Type of Use/Occupancy
☐ New Building	☐ Fuel/Gas Appliance	☐ Single Family Home
☐ Addition	☐ Deck	☐ Two Family Home
☐ Alteration	☐ Garage	☐ Multi Family Home
☐ Shed	☐ Plumbing/Electrical	☐ Commercial/Professional
☐ Pool (\$100 deposit held 120 days)	☐ Roof	☐ Institutional
☐ Fence	☐ Other:	☐ Assembly
☐ Demolition		☐ Other _____

Change of Use??	Current: _____	Proposed: _____	Occupancy Type: _____
-----------------	----------------	-----------------	-----------------------

Describe Work:

--

Value of Project: \$ _____

Dimensions of work: _____ square feet

Other notes:

Permit Fees	Permit Cost	\$ _____
	Water Tap	\$ _____
	Sewer Tap	\$ _____
	Recreation	\$ _____
	Other Charges	\$ _____
	Total Due:	\$ _____

Certification Statement: "I certify that I am duly authorized to make and file this application; all statements contained in this application are true to the best of my knowledge and the work will be performed in a manner set forth by the plans herewith"

Name		Signature	
------	--	-----------	--

Code Office Approval:

Yes No

Date	Code Enforcement Officer	circle one	Reason for denial
------	--------------------------	------------	-------------------

In the event your permit is denied will you request a variance from the Zoning Board of Appeals?

Yes No

You will be contacted by the ZBA Clerk with procedures for a variance including costs and filing deadlines.

(circle one)

Zoning Board of Appeals Reviews

Group	Signature	Date	Action
Zoning Board Chair			
Zoning Board Member			
Zoning Board Member			
Zoning Board Member			
Zoning Board Member			



Village of Geneseo
Livingston County, New York

APPLICATION FOR BUILDING/ZONING PERMIT

PLOT DIAGRAM/SURVEY MAP

Please locate all buildings clearly and distinctly (existing or proposed), and indicate setback distances from property lines. Give identifying information or deed description, and note any easements, street names, adjacent properties, road names, and bodies of water (creeks, lakes, ponds, etc.).
(If available please substitute a deed map with the requested notations or architectural drawings.)

Dimensions of Lot:

Width:

Depth:

↑
Rear Yard
Setback (ft)
↓

← Side Yard
Setback (ft) →

← Side Yard
Setback (ft) →

↑
Front Yard
Setback (ft)
↓