



Town 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 with fees paid to the Town Clerk.
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 about or with 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 to include 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 Town Code.
8. Permits are issued subject to the provisions of Section 57 of the Workman's Compensation Law. In issuance of the permit the Town 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 585-991-5000 or send an email to towncode@geneseony.org

Thank you,
Town Code Office