



Town of Gates

1605 Buffalo Road, Rochester, NY 14624
Ph: (585) 247-6100 Fax: (585) 426-8581

WAITING ON

PLUMBING PERMIT APPLICATION

1. Property Information:

Property Address: _____

Business Occupant Name: (If Commercial Property) _____

Office use: Zoning, Parcel, Subdivision _____ Residential Commercial Industrial

2. Contacts:

Who owns this property?: (Name listed on the property deed) _____ Applicant: (Submit owner's written permission for project, if you aren't listed on deed)

Owner: _____ Contact Name: _____

Address: _____ Address: _____

Phone#: _____ Phone#: _____

Email: _____ Email: _____

Who should we contact?: _____

3. Who is Performing the Work?:

Owner, Friend or Family: Owner must complete NYS exemption form BP-1 Or CE-200 found on NYS Workers Comp website. CE_200 is online form. Contact NYS with questions.

Plumber: Submit General Liability & Worker's Compensation Ins. or CE-200
Is Plumber registered with Town of Gates (Unexpired)? [] Yes [] No- Must contact Town Clerk if not registered

Company _____
Contact _____
Name _____ Phone# _____
Address _____

4. Project Details:

Permit Fees: Commercial =\$80.00 Residential=\$40.00 \$5.00 per fixture \$10.00 per drain

FIXTURES	BASEMENT	1 FLOOR	2 FLOOR	3 FLOOR	AMOUNT
Closets					
Bath or Shower					
Lavatory					
Spas					
Bidet					
Sink					
Dishwasher					
Water Heater					
Laundry Tray					
Washing Machine					
Urinal					
Drinking Fountain					
Backflow Prev.					
Grease Trap					
Oil Seperator					

Project Details:

5. Documentation:

- Plans:** Provide detailed plans with diagram or a narrative description
- Insurance or Exemption Form:** Refer to section # 3 above..
- Plumber registered with Town:** Refer to section #3 above

-----PLEASE LEAVE THIS SECTION BLANK FOR BUILDING INSPECTOR NOTES-----



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Building Permit Process & Contacts

1. Documentation			
Permit Application	Submit: Building Permit Application found at www.townofgates.org and click on "Printable Forms" (Plumbers must 1 st register with Town Clerk)		
Survey Map	Survey Map Description: A map prepared by a licensed surveyor showing your property's boundaries. The homeowner is responsible for providing a survey map. Usually this document is found with your home closing documents/Title Abstract since it is not sent to the Town as part of the closing process. Contact the Closing Attorney/Mortgage Company, if copies are needed, or a Land Surveyor to re-survey the lot. Submit: Draw the project location on a copy of your survey map to show distance to property lines &/or house. For fences, please use color to outline proposed fence location.		
Plans	Submit: Examples of plans are as follows (Plans are not required for Fence applications): <ul style="list-style-type: none"> ● Store Brochure ● Print out of product specs from store website ● Photos ● Project details written out ● Accurate Construction Drawings with dimensions and materials (Projects over \$20,000 require engineer stamped) Town Codes: www.townofgates.org & State/ICC Codes: Search web for "Residential Building Code of NY"		
Insurance -or- NYS Exemption	Submit: Insurance or New York State Exemption form. <ul style="list-style-type: none"> ● Contractor = General Liability & Worker's Compensation or CE-200 ● Homeowners or Other performing the work = CE-200 Exemption (NYS Online form - businessexpress.ny.gov -or- http://www.wcb.ny.gov. You will need to create a login, unless you have one. (This login is used for services like DMV or other state services) 		
2. Submit			
Questions: (585) 247-6100 Contact/Email: See list → Fax: (585) 426-8581 Mail or In Person: 1605 Buffalo Rd., 14624 Payments: Check payments may be sent ahead. Credit Card payments are not collected until after permit is issued.	Building Inspector Terry Rech ext. 241 trech@townofgates.org Residential & Commercial Projects: <ul style="list-style-type: none"> <li style="width: 50%;">● Alterations <li style="width: 50%;">● Garage <li style="width: 50%;">● Additions <li style="width: 50%;">● Generators <li style="width: 50%;">● Attics <li style="width: 50%;">● New Construction <li style="width: 50%;">● Basements <li style="width: 50%;">● Plumbing <li style="width: 50%;">● Car Ports or Membrane Structures <li style="width: 50%;">● Porches <li style="width: 50%;">● Ramps <li style="width: 50%;">● Demolition <li style="width: 50%;">● Three Seasons Room <li style="width: 50%;">● Electrical Projects <li style="width: 50%;">...or any other project not listed in the other columns <li style="width: 50%;">● Fireplace (Gas & Vent free) 	Building Inspector's Asst. Natalie Molinaro ext. 240 nmolinaro@townofgates.org Accessory Structures: <ul style="list-style-type: none"> ● Decks ● Fences ● Pools ● Hot tubs/Spas ● Sheds (All types & sizes) ● Signs 	Fire Marshal Jeff McNulty ext. 244 jmcnulty@townofgates.org Fire Code Related: <ul style="list-style-type: none"> ● Outdoor Fire Pits (Does not require a permit but must contact Fire Marshal for code requirements) ● Pellet Stove ● Sprinkler Systems ● Wood burning stoves
Residential projects that do not require a permit: Call us to confirm if specific project needs permit. <ul style="list-style-type: none"> <li style="width: 50%;">● Children's Playground Structures <li style="width: 50%;">● Siding or Roofing (Except structural changes) <li style="width: 50%;">● Concrete Patios <li style="width: 50%;">● Minor changes such as painting, carpet, flooring or replacing kitchen cabinets, vanity, tub, toilet or most projects that DOES NOT alter the structure, plumbing or electrical. Most commercial projects require a permit. <li style="width: 50%;">● Decks with height less than 8 1/4" <li style="width: 50%;">● Driveways (Except County/State Rds) <li style="width: 50%;">● Temporary Ramps 			
3. Permit			
Inspector Reviews Plans	After Permit Review: Inspector will notify you after review. Inspector will explain the next step. Permit process: Smaller projects are processed within 5 business days. Timeframe changes in busy season.		
After Permit is Picked up	Permit timeframe: Project must be started within 1st 6 months of issue date and complete all inspections within 1 year of issuance date to complete the permit process (unless specified otherwise). Inspections: Applicant must contact Inspector to set up inspections. Refer to Permit Card for Inspection information.		