



**Town of Gates**  
1605 Buffalo Road  
Rochester, New York 14624  
Ph: (585) 247-6100 Fax: (585) 426-8581

Date Received: \_\_\_\_\_

**BUILDING PERMIT APPLICATION**

**1. Property Information:**

Property Address: \_\_\_\_\_  
Parcel ID # (for new builds): \_\_\_\_\_  
Business Occupant Name: (Commercial Properties only) \_\_\_\_\_

**2. Contacts:**

**Owner:** (Whoever is listed on the property deed)  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_

**Applicant:** (If not the owner, submit written permission from owner)  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_

Who should we contact once the permit is ready? (Name and phone number)

\_\_\_\_\_

**3. Who is Performing the Work?**

- Owner, Friend or Family:** Owner must complete CE-200 form
- Contractor:** Submit General Liability & Worker's Comp.  
Company: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_
- Contractor w/out Worker's Comp:** Need General Liability & CE-200
- Plumber:** General Liability & Worker's Comp. Insurance or CE-200  
Company: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

**4. Estimated Cost of Project:**

\_\_\_\_\_

**5. Type of Permit: (Example: fence, shed, pool, alteration etc.) Be sure to include height & size when applicable.**

\_\_\_\_\_

**6. Job Details:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**7. Documentation Required:**

- Plans:** Provide plans/drawings that are relevant to your project. Be sure to also include photos/specs of the proposed project.
- Insurance:** Contractors need to supply Workers Comp & General Liability. If you or a friend are doing the work, submit the CE 200 form
- Survey map:** Draw the location of the project. Be sure to include measurements from the lot lines & house.