



TOWN of RIDGEWAY
COUNTY of ORLEANS
410 West Ave
MEDINA, NEW YORK 14103

Permit # _____

OFFICE OF TOWN CLERK - (585) 798-0730, SUPT. HIGHWAYS - (585) 798-3680, ASSESSOR - (585) 798-0730
CODE ENFORCEMENT (585) 798-0730

Building Permit Application

*Fill out both sides of this application completely and attach the required submittals to avoid delays with permit issuance. Detailed information that pertains to your submittal requirements can be obtained from the Code Enforcement office.

PART 1: General Information

Permit Type

- New Construction Demolition Solid Fuel Burning Stove Installation Pool/Hot Tub Installation
 Conversion of Use Other _____

Project Location and Information

Number and Street Address: _____

Tax Map Number: _____

Current Use of the Property/Building: _____

Zoning District: _____

Owner Identification

Owners Name: _____

Address of Owner: _____

City, State, Zip: _____

Phone Number: _____ Email: _____

Utilities Used on Site Electric Natural Gas Propane Public Water Well Water Septic Sewer

Type of Construction or Improvement

Residential Construction Single Family Dwelling Addition* Garage* Pole Barn Deck Porch*

Remodel Utility Shed Other _____

*Addition will be used for: _____

*Garage is Attached Detached

*Porch is Open Enclosed Screened Covered

Agricultural Construction: Pole Barn Other _____

Other Construction or Project Description: _____

Estimated Cost: _____ *This is required by the D.O.S.

* USE APPROPRIATE FEE SCHEDULE – FEES ARE NON-REFUNDABLE _____

For Office Use: Reviewed: ___/___/___ Approved Denied C.E.O. Signature: _____

Variance Required S.U.P or Site Plan Review Required Approved by Zoning and/or Planning Board

Notes: _____

PART 2: Contractor Information

Work will be performed by the homeowner residing at the project location.

*BP1 exemption form is required upon application

Work will be performed by someone other than the homeowner residing at the project location.

*Workers Compensation Certificate or CE-200 exemption certificate is required upon application

General Contractor: Name: _____ Phone _____
Contractor: Name: _____ Phone _____

PART 3: Project Location and Details

- A neatly drawn site plan shall provide a sketch of all proposed new construction. It shall be submitted on a copy of the survey map, unless another method was pre-approved for your project, by the Code Official.
- The Minimum requirements for all sketches must provide the distance from all property lines and from the center of the road. It shall also include the distance from other structures and appurtenances. Providing only the minimum requirements does guarantee approval, but will be reviewed and approved on a case-by-case basis.
- You are encouraged to consult with the Code Official for the submittal requirements that pertain to your project.

IMPORTANT NOTICES: READ BEFORE SIGNING

1. Work conducted pursuant to a building permit must be visually inspected by the Code Enforcement Office/Building Inspector and must conform to the New York State Uniform Fire Prevention and Building Code, the Code of Ordinances of the Town of Ridgeway, and all other applicable codes, rules or regulations.
2. It is the owner’s responsibility to contact the Code Enforcement Officer (Monday through Friday 8am-3:00pm) at least 48 hours before the owner wishes to have an inspection conducted. More than one inspection may be necessary. This is especially true for “internal work” which will eventually be covered from visual inspection by additional work (i.e. electrical work later to be covered by a wall).
3. DO NOT PROCEED TO THE NEXT STEP OF CONSTRUCTION IF SUCH “INTERNAL WORK” HAS NOT BEEN INSPECTED. Otherwise, work may need to be removed at the owner’s or contractor’s expense to conduct the interior inspection. Close coordination with the Code Enforcement Office will greatly reduce this possibility.
4. OWNER HEREBY AGREES TO ALLOW THE CODE ENFORCEMENT OFFICE TO INSPECT THE SUFFICIENCY OF THE WORK BEING DONE PURSUANT TO THIS PERMIT, PROVIDED HOWEVER, THAT SUCH INSPECTION(S) IS (ARE) LIMITED TO THE WORK BEING CONDUCTED PURSUANT TO THIS PERMIT AND ANY OTHER NON-WORK-RELATED VIOLATIONS WHICH ARE READILY DISCERNIBLE FROM SUCH INSPECTION(S).
5. New York State Law requires contractors to maintain Worker’s Compensation and Disability Insurance for their employees. No permit will be issued unless currently valid Worker’s Compensation and Disability Insurance certificate, C-105.2 exemption form, or Bp-1 exemption form is attached.
6. If a Certificate of occupancy is required, the structure shall not be occupied until said certificate has been issued.
7. Work undertaken pursuant to this permit is conditioned upon and subject to any state and federal regulations relating to asbestos material and lead abatement.
8. This permit does not include any privilege of encroachment in, over, under, or upon any village/town street or right-of-way.
9. Special legal and or engineering fees incurred by the Municipality as a result of permitted project shall be reimbursed by applicant/owner.
10. Permit must be displayed and visible from the road

I, _____, hereby attest that I am the lawful owner of the property described within or am the lawful agent of said owner and affirm under the penalty of perjury that all statements made by me on this application are true, and have read and understand the above notice.

Adopted 5/2024

Signature: _____ Date: _____