



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

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

CEOs General Review Guidelines for Approving Building Permit Applications

Note: This tip sheet provides the review process generally used to approve a Building Permit application. If unique circumstances are found to exist after review, a variance, SUP, or other additional information may be required.

1. One copy of a property/survey map shall be submitted with all applications. The County Clerk's Office can provide you with a copy of the latest survey map, if one has been filed.
2. A Site Plan must be neat and legible, drawn to scale on the survey map for the parcel. All setbacks shall be clearly provided and front setbacks shall be measured from the center of the road. The site plan must show the dimensions and location of the lot, exact size and location of all existing and proposed buildings on the lot, proposed location of water and sewage disposal systems, parking areas/driveway location, natural water courses, ponds, surface drainage patterns or location of existing or proposed easements. (minimum requirements)
3. Approval of Water and Sewage Disposal Systems: Evidence of approval of the water supply and the sewage disposal system plans by the Orleans County Health Department or its agent shall be submitted at the time of application.
4. Approval of the County Highway Superintendent or Town Highway Superintendent is required for any driveway pipes or culverts on County or Town roads.
5. Evidence of Property Ownership or Intent to Purchase. Copies of deeds, titles, purchase agreements, or other proof of ownership.
6. Building Plans: Construction documents for all new construction including foundations must be stamped by a NYS Licensed Architect or Engineer. Plans must show compliance with the Uniform Code and Energy Code of NYS. Manufactured homes must follow the guidelines set forth by NYS.
7. Manufactured engineered trusses are Required and their certificates must be received before a Certificate of Occupancy will be issued.
8. A garage or storage shed is required for new residential construction, where a basement, attic or other method of storage is not provided.

checklist for site plans:

- North arrow, scale and date
- Location and size of all structures
- Boundaries of the property plotted to scale.
- Existing watercourse and bodies of water.
- Location of any slopes of 5% or greater.
- Proposed grading and drainage.
- Location of culverts, drains, retaining walls and fences.
- Driveway length, width, setbacks from property lines.
- Location of water and sewage disposal systems
- Identification of utilities and locations
- General landscaping plan.
- Location of easements if any