



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**

When a Building Permit is Required / Submittals Required

A Building Permit shall be required for any work which must conform to the Uniform Code and/or the Energy Code, including, but not limited to, the construction, enlargement, alteration, improvement, removal, relocation, or demolition of any building or structure or any portion thereof, and the installation of a solid fuel burning heating appliance, chimney, or flue in any dwelling unit. No Person shall commence any work for which a Building Permit is required without first having obtained a Building Permit from the Town.

Exemptions. No Building Permit shall be required for work in any of the following categories

- (1) construction or installation of one-story detached structures associated with one- or two-family dwellings or multiple single-family dwellings (townhouses), which are used for tool and storage sheds, playhouses, or similar uses, provided the gross floor area does not exceed 144 square feet;
- (2) construction of temporary sets and scenery associated with motion picture, television, and theater uses;
- (3) installation of window awnings supported by an exterior wall of a one- or two-family dwelling or multiple single-family dwellings (townhouses);
- (4) installation of partitions or movable cases less than 5'-9" in height;
- (5) painting, wallpapering, tiling, carpeting, or other similar finish work;
- (6) installation of listed portable electrical, plumbing, heating, ventilation or cooling equipment or appliances;
- (7) replacement of any equipment provided the replacement does not alter the equipment's listing or render it inconsistent with the equipment's original specifications; or
- (8) repairs, provided that the work does not have an impact on fire and life safety, such as (i) any part of the structural system; (ii) the required means of egress; or (iii) the fire protection system or the removal from service of any part of the fire protection system for any period of time.

Exemption not deemed authorization to perform non-compliant work.

The exemption from the requirement to obtain a building permit for work in any category set forth in this section shall not be deemed an authorization for work to be performed in violation of the Uniform Code or the Energy Code.

Applications for Building Permits / Required Submittals

Applications for a Building Permit shall be made on approved forms, available at the Town of Ridgeway office. The application shall be signed by the owner of the property where the work is to be performed or an authorized agent of the owner. The application shall include such information as the Code Enforcement Officer deems sufficient to permit a determination that the intended work complies with all applicable requirements of the Uniform Code and the Energy Code. The application shall include or be accompanied by the following information and documentation:

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- (1) a description of the location, nature, extent, and scope of the proposed work;
- (2) the tax map number and the street address of any affected building or structure;
- (3) the occupancy classification of any affected building or structure;
- (4) where applicable, a statement of special inspections prepared in accordance with the provisions of the Uniform Code; and
- (5) at least 2 sets of construction documents (drawings and/or specifications) which
 - (i) describe the location, nature, extent, and scope of the proposed work;
 - (ii) show that the proposed work will conform to the applicable provisions of the Codes;
 - (iii) show the location, construction, size, and character of all portions of the means of egress;
 - (iv) show a representation of the building thermal envelope;
 - (v) show structural information including but not limited to braced wall designs, the size, section, and relative locations of structural members, design loads, and other pertinent structural information;
 - (vi) show the proposed structural, electrical, plumbing, mechanical, fire-protection, and other service systems of the building;
 - (vii) include a written statement indicating compliance with the Energy Code;
 - (viii) include a site plan, drawn to scale and drawn in accordance with an **accurate boundary survey**, showing the size and location of new construction and existing structures and appurtenances on the site, distances from lot lines, the established street grades and the proposed finished grades, and, as applicable, flood hazard areas, floodways, and design flood elevations; and
 - (ix) evidence that the documents were prepared by a licensed and registered architect in accordance with Article 147 of the New York State Education Law or a licensed and registered professional engineer in accordance with Article 145 of the New York State Education Law and practice guidelines, including but not limited to the design professional's seal which clearly and legibly shows both the design professional's name and license number and is signed by the design professional whose name appears on the seal in such a manner that neither the name nor the number is obscured in any way, the design professional's registration expiration date, the design professional's firm name (if not a sole practitioner), and, if the documents are submitted by a professional engineering firm and not a sole practitioner professional engineer, the firm's Certificate of Authorization number. Any deviation from these required submittals will only be accepted with prior approval, in writing, from the CEO.

NYS Existing Building Code 2020

*This information is provided for remodels of existing structures

602.1 Scope

Level 1 alterations include the removal and replacement or the covering of existing materials, elements, equipment, or fixtures using new materials, elements, equipment, or fixtures that serve the same purpose.

701.2 Conformance (level 1)

An existing building or portion thereof shall not be altered such that the building becomes less safe than its existing condition.

603.1 Scope

Level 2 alterations include the reconfiguration of space, the addition or elimination of any door or window, the reconfiguration or extension of any system, or the installation of any additional equipment.

604.1 Scope

Level 3 alterations apply where the work area exceeds 50 percent of the building area.

801.3 Compliance (level 2 and 3)

New construction elements, components, systems, and spaces shall comply with the requirements of the Building Code of New York State.