

VILLAGE OF FAIRPORT

INSTRUCTIONS FOR BUILDING PERMITS

All new construction, additions and/or alterations to the interior and/or exterior of any building or property on any premises in the Village of Fairport requires a Building Permit, including but not limited to: relocating doors or windows, partitions, kitchen remodeling, bathroom remodeling, relocation of plumbing, electrical work, porches, decks, sheds, etc. Complete the application form and return it to the Village Building Department for processing. Any new exterior construction, additions, or alterations will require an inspection by the Building Inspector prior to issuing a Building Permit. Include with your application a tape location or instrument survey map, sufficient scale drawings of floor plans and elevations to show all construction. A "stake-out" is required for these inspections.

After the Building Inspector approves your application, you must obtain your building permit before work is started. Please call the Village Building Department 421-3207 to check on the status of your permit.

After the building permit is issued, periodic inspections are necessary, including, but not limited to the following:

1. All footings and foundations must be inspected before concrete is poured and/or block walls, etc. are erected. (Footings must be at least 42 inches below the finished grade line, which is considered the normal frost line.)
2. All footings and foundations must be inspected after completion, before backfilling and with all anchor bolts in place.
3. All underground plumbing, both sanitary and storm, must be inspected before backfilling. FAIRPORT D.P.W. (call 223-9500 to schedule this inspection) must inspect any connections to Main sanitary or storm sewers at the street.
4. All rough framing must be inspected as soon as the exterior is enclosed, but before the interior work is started. (This includes the installation of rough plumbing and rough electrical)
5. Insulation to meet the minimum energy code must be installed and inspected before being enclosed.
6. Final inspection, when work is completed, is required. Any totally new construction will require a Certificate of Occupancy inspection, and the issuance of a Certificate of Occupancy or Certificate of Compliance before the building is occupied in whole or in part.
7. Electrical additions/alterations must be inspected by the Middle Department Inspection Agency (454-5191) or the Commonwealth Electrical Inspection Inc. (229-4240), for both a rough and final inspection and issue their certificate before the final inspection can be made by the Fairport Building Department. It is the owner's or contractor's responsibility to contact these Fire Underwriters and have these inspections made.

It will be the owner's or builder's responsibility to be certain these inspections are made as outlined above. To schedule these inspections, you should call 223-0313, ext. 207 or 421-3207 any normal working day during business hours. If it is necessary for us to enter your premises for any of these inspections, a mutually agreeable time will be arranged.

IF YOUR PROPERTY IS A DESIGNATED LANDMARK A CERTIFICATE OF APPROPRIATENESS (COA) MAY BE REQUIRED FROM THE HISTORIC PRESERVATION COMMISSION PRIOR TO RECEIVING A BUILDING PERMIT

Village of Fairport Code 55-4: **Alteration** – as applied to a building or structure, a change or rearrangement in the structural parts or in the exit facilities, or an enlargement, whether by an extension on a side or by an increase in height, or the moving from one position to another. **Building** – any structure having a roof supported by columns, piers or walls and intended for the shelter, housing or enclosure of persons, animals or chattels. **Structure** – anything built or erected, other than a building, which rests upon or in the ground, or requires the support of the ground, or is attached to any building, including excavations.

Building Permits – 55-50(A)(4) – no building or structure shall be erected or added to or structurally altered until a permit therefor has been issued.

DECKS, PORCHES, LANDINGS AND PLATFORMS

Footers Depth Footers must be 42" deep and inspected prior to the pouring of concrete

Stairs Treads Closed Riser – minimum widths of treads shall be 9" plus 1 1/8" nosing for closed riser type.
Open Riser – minimum widths of treads shall be 9"

Risers Maximum heights of risers shall be 8 1/4" (no variation exceeding 3/8" in height of risers in any one run of stairs).

Width Minimum widths of stairs 36"

Handrails Stairs or steps of 3 or more risers shall have a handrail on the open side. Where one or both are open, railings shall be provided on open sides

Landings Landings, platforms and porches more than 30" above adjacent floor or grade level shall have railings on open sides with the distance between pickets or rails no more than 4".

The top surfaces of handrail and railings shall be not less than 34" nor more than 38" in height above the floor or tread level.

SHEDS – Must be either anchored to a concrete slab or have footers 42" deep

Inspections Required for Sheds: Footers (prior to pouring concrete) rough framing and a final inspection.

