

Town of Bristol

6740 County Road 32 • Canandaigua, NY 14424 • (585) 229-2440

NEW STRUCTURE/ADDITION BUILDING PERMIT APPLICATION

1. **Subject Property** Address: _____
Tax Map Number: _____ Zoning District: _____

2. **Property Owner:** Name(s): _____
Address: _____
Telephone: _____ Email: _____

3. **Applicant** (*if not property owner*): Name(s): _____
Address: _____
Telephone: _____ Email: _____

4. Scope of work – including the **total square footage** of the project if applicable:

5. Project Cost Estimate (Materials & Labor): _____

6. Contractor Information:

General Contractor: _____
Address: _____
Telephone: _____ Email: _____

CONTRACTOR INSURANCE CERTIFICATES REQUIRED PER NYS:

WORKER COMPENSATION (C-105.2 or U-26.3) *and* (DISABILITY) DB-120.1

OR

CONTRACTORS & HOMEOWNERS MAY COMPLETE A CERTIFICATE OF ATTESTATION OF EXEMPTION (CE-200)

*PLEASE NOTE THAT WE CANNOT ACCEPT ACORD FORMS AS PROOF OF INSURANCE. THANK YOU.

7. NEW STRUCTURE INFORMATION

a. What is the area (ft ²) of the proposed 1st floor ?	
b. What is the area (ft ²) of the proposed 2nd floor ?	
c. What is the area (ft ²) of the proposed garage ?	
d. What is the area (ft ²) of the finished basement ?	
e. What is the area (ft ²) of the unfinished basement ?	
f. What is the area (ft ²) of the proposed deck(s) ?	
g. What is the area (ft ²) of the proposed porch(es) ?	
h. What is the area (ft ²) of any proposed accessory structure(s) ?	
What is the total area (ft ²) of items a thru h?	

8. NEW STRUCTURE ZONING INFORMATION

Dimensional Description	Applicant to Complete	Development Office Staff to Complete	
	To New Structure	Required By Code	Variance Required
Distance from the road right-of-way			
Distance from rear property line			
Distance from right side property line			
Distance from left side property line			
Height of New Structure			
Percentage Building Coverage (All existing and proposed structures)			

***Property Owner is responsible for any consultant fees
(Town Engineer, Town Attorney, etc.) incurred during the application process.***

Please note that the **Property Owner** is responsible for all consultant fees during the review of this application including legal, engineering, or other outside consultants. Applications submitted to the Town of Bristol Planning Board will normally receive chargeback fees of at least five hours to ten hours for planning services including intake, project review, resolution preparation, SEQR, and findings of fact. PLEASE NOTE that the number of hours will be SIGNIFICANTLY INCREASED due to incomplete applications, plans lacking detail, or repeated continuations. Subdivision applications and larger commercial or industrial projects traditionally require more hours of engineering, legal, and other consultant review and preparation and will incur higher costs. Applications for new construction may be referred to the Town Engineer for engineering review which may include at least an additional eight to twelve hours of review time. The **Property Owner** will also be responsible for legal fees for applications submitted to the Town of Bristol Planning Board, Zoning Board of Appeals, or the Town of Bristol Development Office. Fees for engineering and legal expenses traditionally range between one hundred and one hundred fifty dollars per hour. A copy of the Town's annual fee schedule is available upon request from the Development Office or the Town Clerk's Office. The **Property Owner's** signature below indicates that the **Property Owner** understands that the **Property Owner** will be responsible for all outside consultant fees incurred as a result of the submitted application, and consents to these charges. Additionally, projects approved by the Town of Bristol Planning Board may be required to pay a parks and recreation fee as established by the Town Board if required as part of the conditions of approval.

All applications made to the Town for new uses or development will be reviewed for compliance to the Town of Bristol Code and Uniform Code. Additional information may be required by the Zoning Officer or Code Enforcement Officer to complete a review and issue permit.

**PLEASE INCLUDE APPLICABLE CONSTRUCTION PLANS
AND A SITE PLAN DETAILING THE PROPOSED PROJECT.**

The undersigned represents and agrees as a condition to the issuance of this permit that the development will be accomplished in accordance with the Town Zoning Law, the New York State Uniform Fire Prevention and Building Code, and the plans and specifications annexed hereto.

Owner's Signature: _____ Date: _____

Owner's Signature: _____ Date: _____

PERMIT WILL NOT BE ISSUED WITHOUT PROPERTY OWNER(S) SIGNATURE.

ADDRESS: _____ DESCRIPTION: _____

For Office Use Only

Application requires review by Planning Board and/or Zoning Board of Appeals?

YES NO

Application has been reviewed by Planning Board and all approval(s) required have been granted?

N/A YES NO Approval Date: _____

Application has been reviewed by Zoning Board and all variances(s) required have been granted?

N/A YES NO Approval Date: _____

Zoning Officer

Date

Floodplain Development Permit Required? YES NO

Comments: _____

Permit Application Approved?

YES NO

Code Enforcement Officer

Date

Permit Issued	Permit Number	Fee
Building Permit Fee		
Recreation Fee		
Total Permit	(non-refundable)	