

# TOWN OF BRISTOL CODE ENFORCEMENT DEPARTMENT

## 1. PROCEDURES FOR BUILDING PERMIT APPLICATIONS

Building Permit Applications must be filled out completely and forwarded to the Code Enforcement Officer at the Town of Bristol Code Enforcement Office. The following applicable information must also be included in the application. After review of the application, the fee will be set and you will be contacted to pick up the actual building permit. No work should be performed until the permit is received.

In cooperation with the Town of Bristol Highway Department, New York State Department of Transportation and Ontario County Highway Department, we are requiring a copy of the driveway permit before issuing any building permits for new entrances. Your cooperation in this matter will help us to promptly process your application and hopefully avoid any problems with your new building.

### PROCEDURES FOR BUILDING PERMIT APPLICATION FOR NEW RESIDENTIAL AND COMMERCIAL STRUCTURES AND ADDITIONS

Two sets of working drawings showing:

- Floor Plan and all elevations.

- Full construction specifications and dimensions.

  - Bath and laundry room ventilation.

  - Fireplace clearance to combustibles, hearth size and clean out.

  - One-hour fire separation between attached garage.

  - Stair support and railings are required for more than three steps.

  - Stair rise, run and headroom.

  - Smoke detectors, one in each bedroom and one on each floor.

  - Attic access: 22" X 30" minimum.

  - Attic, crawl space and soffit ventilation.

  - Attic and wall insulation.

  - Separation between earth and wood on the exterior.

  - Exterior finish.

  - Beams and beam pockets.

  - Egress windows: 20" wide by 24" high clear opening.

  - Solid blocking between floor joists above beam.

  - Other Pertinent information related to working drawings.

- Foundation Section

  - Depth and width dimensions, Steel rods in all footings.

  - Method of Waterproofing.

- Wall Section.

- Roof Section.

  - Roof truss or rafter detail (If Trusses are use, must be certified by design engineer)

A site plan is required for ALL PERMITS.

Site and grade plans for new homes only.

Existing grades of the proposed building site.

Proposed grade of new home showing the proposed new drive, well and septic system.

How surface water will be drained off the property.

***All Building Permit Applications submitted without the proper information needed for a plan review WILL NOT BE PROCESSED for approval or denial.***

## **2. PROCEDURES FOR BUILDING PERMIT APPLICATION FOR DECKS**

The following information must be submitted with all Building Permit Applications.

Two sets of working drawings showing:

Posts - Size, location and spans

Beams - Size, location and spans

Floor Joists - Size, location and spans

Stairs - Rise, heights and run length

Railing - Height and spans between spindles

Height of deck off grade to top of decking

Attached to house/floating - method

Complete/accurate measurements of deck

Site plans are required for ALL PERMITS. The site plan must show the lot size; home and accessory building locations; front, side and rear setback measurements of home, accessory buildings and proposed structures.

## **3. PROCEDURES FOR BUILDING PERMIT APPLICATION FOR ACCESSORY BUILDINGS, POOLS, ALTERATIONS & CONVERSIONS**

The following information must be submitted with all Building Permit Applications.

Two sets of working drawings showing:

Construction - Foundation, floor, wall, roof cross section/details and ventilation.

A site plan is required for ALL PERMITS. The site plan must show the lot size; home and other accessory building locations; proposed location of new building with measurements from the main building, side and rear setback measurements.

## WHEN TO CALL FOR BUILDING INSPECTIONS - 24 HOURS NOTICE FOR ALL INSPECTIONS

### New House/House Additions

- Site for erosion control,
- Footing Inspection, (prior to pouring concrete)
- Backfill Inspection, (prior to backfilling footing)
- Underground plumbing, electric (prior to backfilling water line, drainage and septic)
- Frame/Rough In Inspection, plumbing, mechanical and rough electric complete
- Garage/Basement floors prior to pouring concrete
- Insulation , prior to drywall covering
- Final Inspection (Electrical inspection and final grade must be complete)

### New Commercial Building/Additions

- Site for erosion control,
- Footing Inspection, (prior to pouring concrete)
- Backfill Inspection, (prior to backfilling footing)
- Underground plumbing, electric (prior to backfilling water line, drainage and septic)
- Frame/Rough In Inspection, plumbing, mechanical and rough electric complete
- Floors prior to pouring concrete
- Insulation , prior to drywall covering
- Final Inspection and Fire Safety (Electrical inspection and final grade must be complete)

### Garage/Pole Building/Shed/New or Additions

- Slab/Footing/Post Hole Inspection, (prior to pouring concrete)
- Backfill Inspection, (not required if on a slab)
- Frame/Rough In Inspection
- Final (Electrical inspection must be complete)

### Pool

- Pool Placement Inspection, (prior to installing pool)
- Final, (pool and fence and electric complete)

### Demo

- Backfill Inspection, (basement inspection, for rubble removal and utility seal before backfill)
- Final

### Interior Remodel

- Rough In Inspection, (prior to drywall or covering)
- Final (Electrical inspection must be complete)

### Decks/Miscellaneous

- Footing/Placement Inspection, (prior to pouring concrete or asphalt)
- Final Inspection (Electrical inspection must be complete)

Note: Additional inspections may be needed during construction. It is the permit holder and owner's responsibility to contact the Code Enforcement Officer for inspections as outlined above. If not called for a required inspection, the Code Enforcement Officer may require removal of coverings, and/or moving or removal of structure(s) to meet all requirements. For an inspection, or questions, call the Code Enforcement Officer at 585.229.2440.

- No plumbing work shall be started until a permit for such work has been issued. A permit is not required for repairs which involve only the working parts of a faucet or valve, clearance of stoppages, or repairing or replacement of defective faucets or valves, provided alterations are not made in the existing piping or fixtures.
- Except for replacement of minor parts, mechanical work shall not be started until a permit has been issued.