

# BUILDING PERMIT APPLICATION PROCEDURES

The application should include a detailed description, including type and material (i.e. 3-foot vinyl, picket fence). You may also be required to include additional documents. Some common examples include:

**Survey Map**, which includes: (not required for roofs or interior work)

Lot dimensions and boundaries

Locations of any existing and proposed structures on the property

Building setbacks from all property lines

Indicate the location of the proposed project (draw or hi-lite)

**Scale Drawings/Construction Documents**: (not required for roofs, fences or prefab sheds)

The amount of information and level of detail required for construction drawings will vary depending on the nature of your project. For example, a deck would require some information about the framing, and dimensions of railings and steps. The City of Canandaigua does not require that construction drawings be professionally prepared and stamped, unless the cost of the project exceeds \$20,000 or NYS law requires it. They should be drawn to scale, or at least include sufficient dimensions and information to show that code requirements will be met. Please contact Building Inspector, Justin Kesel, for more information:

[JKesel@CanandaiguaNewYork.gov](mailto:JKesel@CanandaiguaNewYork.gov) (585) 337-2181

**Installation Manual**

Required for water heaters, furnaces, AC units, Gas Fireplaces, Generators, etc.

**Proof of Insurance (Required for all Permits)**:

State Law requires proof of Workers' Compensation and Disability Insurance from the firm or individual performing the work done under the permit. This documentation varies as follows:

- Individual Contractors with no employees, or property owners doing the work themselves, may submit an insurance exemption certificate **CE-200**. This is done directly on-line at [www.wcb.ny.gov](http://www.wcb.ny.gov)
- **All other contractors** will need to submit forms **C-105.2** or **U-26.3** (Workers' Compensation) **and** **DB-120.1** (Disability) from their insurance carrier. Acord forms are not accepted.