

## BUILDING PERMITS

This brochure will provide you with some of the answers to questions that are frequently asked in regard to the requirements necessary for the application, performance and possible revocation of a building permit as set forth by the Village of Avon Municipal Code.

· Question: When do I need a building permit?

Answer: No person or corporation shall commence the erection, construction, enlargement, removal, improvement, demolition, conversion or change in the nature of the occupancy of any building or structure or cause the same to be done.

- Examples of:
- 1) Erecting an attached accessory building such as a garage, carport, breezeway, storage shed, porch, stoop or enlarging an existing porch.
  - 2) Establishing a home occupation within a dwelling.
  - 3) Installing, relocating or removing interior partitions or walls.
  - 4) Installing metal siding or existing walls.
  - 5) Enlarging, decreasing, or otherwise modifying existing doors and windows.
  - 6) Installing fire escapes, cellar stairs, fire related enclosures or fire retarding cellar ceilings in multiple dwellings.
  - 7) Repair fire damage.
  - 8) Demolish any building.
  - 9) Erect a permanent fence, wall or retaining wall.

- 10) Install or replace a masonry chimney or metal smoke stack.
- 11) Installing a swimming pool (in-ground or above ground).
- 12) Have an exterior ground area or add to an existing paved area.
- 13) Erecting a radio or tv antenna or flag
- 14) Installing or replacing a heating unit.
- 15) Installing a canopy or marquee.
- 16) Installing a permanent cover or metal awning which extends over the street property line.
- 17) Installing a ground, property, pole, wall or roof sign.
- 18) Installing a fuel oil tank, gasoline tank or any other flammable liquid tank above or below ground.
- 19) Installing an elevator, escalator or dumbwaiter.

Question: When is a building permit not necessary?

Answer: A permit will not be required for the performance of ordinary repairs which are not structural in nature.

- Examples of:
- 1) Replacing porch steps or railings.
  - 2) Minor roof repairs.
  - 3) Installing or replacing roof gutters or downspouts.
  - 4) Installing non-metal siding.
  - 5) Replacing a sidewalk on private property.

Question: Who can apply for a building permit?

Answer: Applications are made by the owner or lessee or agent of either, or by the architect, engineer or builder employed in connection with the proposed work. When the application is made by a person other than the owner, it will be accompanied by an affidavit of the owner that the proposed work is authorized by the owner and that the applicant is authorized to make the application.

Question: Where do I get the permit application and how much does it cost?

Answer: A building permit or swimming pool permit application can be obtained at the Avon Village Clerk's Office at 74 Genesee Street between the hours of 8am and 4 pm

.Answer: Once the application is approved a fee will be required as set in accordance with the schedule established by the Village board. (Inquire upon receipt of application)

Question: How do I fill it out and who do I return it to?

Answer: The application shall be filled out and returned to the Zoning Enforcement Officer (ZEO) at the Village Clerk's Office, 74 Genesee Street and shall contain the following information:

- 1) A description of the land or what the proposed work is to be done.
- 2) A statement of the use or occupancy of all parts of the land and of the building structure.
- 3) The cost of the proposed work.
- 4) The full name and address of the owner and of the applicant or their responsible officers if any of them are a corporation.
- 5) A brief description of the nature of the proposed work.
- 6) A duplicate set of plans and specifications

including:

- a. Plot plan drawn to scale showing the location and size of all proposed new construction and all existing structures on the site.
- b. The nature and character of the work to be performed.
- c. The materials to be incorporated.
- d. Distance from lot lines.
- e. The relationship of structures or adjoining property, widths and grades and adjoining streets, walks, alleys and where required by the ZEO.
- f. Details of the structural, mechanical and electrical work including all essential technical data.
- g. Signatures of the person responsible for the design.
- h. Such other information as may be reasonably required by the ZEO to establish compliance to the proposed work with the requirements of the codes, applicable building laws, ordinances, rules and regulations.

Question: What happens after my application is submitted?

Answer: The ZEO will examine the application for permits and the plans, specifications and either approve or disapprove the application within a reasonable time.

- A. Upon approval and receipt of legal fees he will issue a building permit to the applicant upon the form prescribed by him with his specification.
- B. Both sets of plans and specifications will be endorsed with the word approved. One set will be retained by the ZEO for his file and the other set will be returned to the applicant with the building permit and kept at the building site open

for inspection by the ZEO or his authorized representative at all reasonable times.

- C. Upon disapproval of the application the ZEO will return all plans and specifications to the applicant and upon request of the applicant will transmit the reason for refusal in writing to the applicant.

Question: What do I do if my application is refused?

Answer: Contact the ZEO for reasons and inquire as to direction to take.

Question: When my permit is approved, when can work start?

Answer: From the time the application is based on for a period of six months after the date of issuance, work can begin. (For a good cause the ZEO may allow a maximum of two extensions not to exceed 3 months each.) All work will conform to the approved application plans and specifications.

Question: can the permit be changed at any time?

Answer: Amendments to the application or the plans and specifications may be filed at any time prior to the completion of work subject to approval of the ZEO.

-Question: Can a permit be revoked while work is in progress?

Answer: Yes.

- 1) When the ZEO finds that there has been a false statement or misrepresentation made on which the permit was based.
- 2) Where the work is not being performed according to the provisions of the application, plans or specifications.
- 3) Where the person to whom a permit has been issued fails or refuses to comply with a stop order issued by the ZEO.

If you have any other questions pertaining to Building

Permits, please contact the Zoning Enforcement officer at the  
Avon Village Office, 74 Genesee Street, Phone 226-8118.