

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.

***Please contact the Code Department for specific questions about your project.**

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.

****Some examples include but are NOT limited to the following:**

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 exterior 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 smokestack.
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.

****Some examples include but are NOT limited to the following:**

1. Repairing porch steps or railings.
2. Minor roof repairs.
3. Installing or replacing roof gutters or downspouts.
4. Repairing 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 to 4pm Monday through Friday, or by visiting the Village's website at www.avon-ny.org under the Government Building and Zoning tab.

Once the application has been 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 should be filled out and returned to the Code Department at the Village Clerks Office, 74 Genesee Street, and should contain the following information:

- a. A description of the land or what the proposed work is to be done.
- b. A statement of the use or occupancy of all parts of the land and of the building structure.
- c. The cost of the proposed work.
- d. The full name and address of the owner and of the applicant or their responsible officers if any of them are a corporation.
- e. A brief description of the nature of the proposed work
- f. 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 and the nature and character of the work to be done.
- g. The materials to be incorporated.
- h. Distance from lot lines.
- i. The relationship of structures or adjoining property, widths and grades, adjoining streets, walks, alleys and where required by the compliance officer.
- j. Details of structural, mechanical and electrical work including all essential technical data.
- k. Signature of the person responsible for the design.
- l. Such other information as may be reasonably required by the Code Department 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 compliance officer will examine the application for permits and the plans, specifications and either approve or disapprove the application within a reasonable time.

Upon approval and receipt of legal fees, a building permit will be issued to the applicant upon the form prescribed by the Code Department with the specification.

Both sets of plans and specifications will be endorsed with the word approved. One set will be retained by the Code Department and one set will be returned to the applicant with the building permit and kept at the building site open for inspection by the compliance officer or his authorized representative at all reasonable times.

Upon disapproval of the application, the compliance officer 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 Code Department for reasons and inquire as to direction to take.

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

Answer: From the time the application is based on for a period of six months after the date of issuance, work can begin. For good cause, the compliance officer may allow a maximum of two extensions not to exceed three 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 compliance officer.

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

Answer: Yes.

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

If you have questions pertaining to Building Permits, please contact the Code Department at the Avon Village office, 74 Genesee Street, Phone 585-226-8118.