



# Building and Zoning Permit Application No. \_\_\_\_\_

Town Of Byron 7028 Byron Holley Rd., Byron, NY 14422

Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Zone \_\_\_\_ Flood Zone \_\_\_\_ Corner Lot \_\_\_\_\_

Application For Residential  Commercial  Industrial  Agriculture

New Construction  Fence  Pond  Sign  Alteration(s)  Addition  Demolition

Accessory Bldg.  Mobile Home  Home Occupation  Land Separation  Site Plan Approval

Special Use Permit  Temporary Use  Subdivision  Zoning Variance Request  Other  Specify: \_\_\_\_\_

Tax Map No. \_\_\_\_\_

Owners Name \_\_\_\_\_ Phone No. (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ Project Road Width \_\_\_\_\_ ft

Applicants Name \_\_\_\_\_ Project Address \_\_\_\_\_

E Mail Address \_\_\_\_\_ Phone No (\_\_\_\_) \_\_\_\_\_

Description of Project: \_\_\_\_\_

Project Dimensions: Length \_\_\_\_\_ Width \_\_\_\_\_ Height \_\_\_\_\_

Yard Setbacks For Project: Front \_\_\_\_\_ Side (A) \_\_\_\_\_ Side (B) \_\_\_\_\_ Rear \_\_\_\_\_

Estimated Cost Building \_\_\_\_\_ Plumbing \_\_\_\_\_ Mechanical \_\_\_\_\_

Miscellaneous \_\_\_\_\_

I, \_\_\_\_\_, as Owner or Authorized Agent hereby declare that the statements and information on the foregoing application are true and accurate, to the best of my knowledge.

Signature of Owner or Authorized Agent

Date

Continued on Back

Review completed by ZEO/CEO  Approved  Denied

Zoning Fee \$ \_\_\_\_\_ Building Permit Fee \$ \_\_\_\_\_ Total \$ \_\_\_\_\_ Receipt Number \_\_\_\_\_

Application Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Permit Expires On \_\_\_\_/\_\_\_\_/\_\_\_\_

Issuing Officer \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

IN SIGNING THIS DOCUMENT I HEARBY GIVE THE RIGHT OF AN ON SITE INSPECTION TO THE TOWN OF BYRON CODE ENFORCEMENT OFFICIAL OR THEIR DESIGNE. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

**Contractors**

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Office Phone (\_\_\_\_) \_\_\_\_\_ Cell Phone(\_\_\_\_) \_\_\_\_\_ Fax No. (\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_

**Certificate of Workers Compensation:** Yes  No  Expiration Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Liability Insurance:** Yes  No  Expiration Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**APPLICANT SHALL PROVIDE A COPY OF ALL INSURANCE AND WORKERS COMP. WITH THIS APPLICATION**

**Engineer/Architect**

Name \_\_\_\_\_ Address \_\_\_\_\_

Office Phone (\_\_\_\_) \_\_\_\_\_ Cell Phone(\_\_\_\_) \_\_\_\_\_ Fax No. (\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_

**Masonry** \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Office Phone (\_\_\_\_) \_\_\_\_\_ Cell Phone(\_\_\_\_) \_\_\_\_\_ Fax No. (\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_

**Electrical** \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Office Phone (\_\_\_\_) \_\_\_\_\_ Cell Phone(\_\_\_\_) \_\_\_\_\_ Fax No. (\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_

**Plumbing** \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Office Phone (\_\_\_\_) \_\_\_\_\_ Cell Phone(\_\_\_\_) \_\_\_\_\_ Fax No. (\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_

**Alarms / Sprinklers** \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Office Phone (\_\_\_\_) \_\_\_\_\_ Cell Phone(\_\_\_\_) \_\_\_\_\_ Fax No. (\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_

**HVAC** \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Office Phone (\_\_\_\_) \_\_\_\_\_ Cell Phone(\_\_\_\_) \_\_\_\_\_ Fax No. (\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_

**Landscape / Site** \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Office Phone (\_\_\_\_) \_\_\_\_\_ Cell Phone(\_\_\_\_) \_\_\_\_\_ Fax No. (\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_



# TOWN OF BYRON

## ZONING & CODE ENFORCEMENT INFORMATION SHEET

OWNER/APPLICANT: This cover sheet is intended to provide an overview of the various permits that may be necessary for your project and/or use in the Town of Byron.

A **Zoning Permit** is necessary for almost any structure, large or small, permanent or stationary, non-farming or farming. Zoning deals with the Placement and Use of a specific parcel.

A **Building Permit** deals with the construction of the project for the specific use that was applied for and approved by the Town of Byron. A building permit is needed when any of the following occur:

- \*New Construction
- \*Alterations, additions, and repairs
- \*Storage sheds, barns, and garages
- \*Swimming Pools
- \*Decks
- \*Fencing
- \*Demolitions
- \*Wood burning devices
- \*Change of use in land or building/business
- \*Signs

1. An application for a Zoning/Building Permit should be filled out and any supporting information shall be submitted to the Zoning Enforcement Officer(Z.E.O.) prior to ANY work being started at your project site. Call to arrange for a meeting time or if you have any questions pertaining to you application and intended use. We also need to know if your project is in the Town of Byron Sewer District.

2. The Z.E.O. will review the application and either issue the permits required for the project or will advise you of what other information may be necessary. If your project and/or use requires a Special Use Permit or a Use or Area Variance the Z.E.O. will supply you with the proper forms for those applications. There are time deadlines associated with these specific applications.

3. After all requirements are met a **ZONING PERMIT** can then be issued for your project and/or use.

4. A **BUILDING PERMIT** will be reviewed and then issued.

5. If the project is started without the proper permits **EXTRA FEES** will be added to the project. All fees must be paid prior to issuance of permit.

6. Construction **MUST NOT** be started until all permits are issued and inspection intervals have been set up.

8. **ALL** calls for necessary inspections or re-inspections are the responsibility of the Owner/Applicant for the project. Calls should be made at least 48 hours in advance. Failure to call for the required inspections, as prescribed by the C.E.O., may result in a **STOP WORK ORDER** and/or other legal remedies and/or additional expense to **PROVE** compliance with the Uniform Code. A Renewal Permit may be applied for a project that may require more than the permitted time of the permit.

9. Please call if you have ANY questions pertaining to the process of getting the permits and inspections.

**ZONING/CODE ENFORCEMENT OFFICER** Melissa Ierlan: OFFICE(585)-548-7123 ext.15  
CELL (585)-402-0148

\*Call at any time except Sunday or leave a message

**Town of Byron**  
**Schedule of Fees**  
**- Building Permits -**

January 2021

PURPOSE: It is the intent of the Town, in adopting the following fee schedule that a majority of the cost of enforcing the Uniform Code is born by the user of the N.Y.S. mandated service.

**[All Fees are to be paid at the time the permit is issued]**

**A. Residential Building Permit Fees**-\* [includes the Certificate of Occupancy/Compliance-CO/CC]

**1. One and Two Family Dwellings:**

- \$0.15 per square foot – (electric inspections are extra).....Minimum \$200.00
- Mobile Homes (Manufactured Homes) and/or Modular Homes-  
 (electric inspections are extra)\$150.00
- Temporary C of O (Good for 6 months with 2 extensions)\$25.00

**2. Multi-Family Dwelling\***

- \$0.15 Per square foot – (electric inspections are extra).....Minimum \$250.00

**3. Decks with or without roofs**

- Up to 200 square feet 5ft. from habitable dwelling less than 30 in height  
 (zoning permit required).....\$0
- Up to 350 square feet within 5ft. from habitable dwelling taller than 30 inches ..... \$35.00
- 351 and up square feet.....\$60.00

**4. Accessory Structures, Additions and/or Alterations Single Story**

- 0-144 square feet over 5 ft. from habitable dwelling (zoning permit required).....\$30.00
- Additions and Remodeling (Minimum \$60.00) or .15 cents/sq. ft.
- Accessory Structures (Minimum \$50.00) or .15 cents/sq. ft.
- Second story.....Add \$35.00

**B. Inspections and other Miscellaneous Fees**

- 1. Chimney and solid fuel permits..... \$35.00
- 2. Renewal..... New Permit Fee
- 3. Certificate of Occupancy/Compliance.....\$50.00
- 4. Demolition permit.....500 sq. ft. – 2,999 sq. ft.....\$50.00
- 3,000 sq. ft. and greater.....\$80.00
- 5. Swimming pools Including temporary pools.....\$60.00
- 6. Fire and/or Safety inspections (ie: to sell or the purchase of a commercial dwelling, etc.)  
 .....\$30.00@hour (Min. 1 hour)
- 7. Remodeling to habitable space (ie: garages, porches).....\$0.15 per sq. ft-min \$60.00
- 8. Miscellaneous inspections (not included above).....\$35.00@hour-Min.1 hour
- 9. Truss Placard ..... \$20.00

**C. Commercial & Industrial**- [Includes the certificate of Occupancy/compliance-C.O.]  
 (non-habitable) – (electric inspections are extra)

**New Structures/ Renovations to existing structures:**

- 1. 1<sup>st</sup> 10,000 square feet.....\$0.15 per square foot –Min \$100.00
- 2. Each additional 100 square feet.....\$2.00 per 100 square feet

**NOTES:** \* - Measurements will be made on the outside of the structure. Totals **WILL** include the Basement, 1<sup>st</sup> floor and 2<sup>nd</sup> floor. Totals will **NOT** include a crawl space or attic, no part to exceed 5 feet in height. Renovations equaling 50% of the value will be considered a new structure.

**Town of Byron**  
**Zoning Schedule of Fees**

January 2021

**Zoning Permits** shall be issued upon the payment of \$2.50/100 sq. ft. of building/structure construction, but the **MINIMUM** in any event shall be \$35.00

Application for AREA/USE VARIANCE/ZONING INTERPRETATION...	\$100.00
Application for SPECIAL USE PERMITS.....	\$100.00
Application for AMENDMENTS.....	\$100.00
PUBLIC HEARING fee.....	\$100.00
SITE PLAN Review.....	\$100.00
SWIMMING POOL Fee.....	\$35.00
LAND SEPARATION Fee.....	\$100.00 per application ~ plus \$25 @ additional lot
RETURNED CHECK Fee.....	\$20.00
Work commenced WITHOUT a Zoning permit (plus regular permit fee)....	Triple Permit Fees
Administrative Review Fee (Special Use Permits).....	\$25.00
Certificate of Occupancy/Compliance.....	\$50.00
Fence Fee.....	\$35.00
Solar Systems.....	\$150.00 Plus \$1.75 per kilowatt Hr.
Non-Residential systems also require a special use permit.	
Sign.....	\$35.00
Generators.....	\$35.00
Ponds.....	\$60.00

## **GUIDELINES FOR TOWN OF BYRON INSPECTIONS**

- ✓ *After each stage of construction, call the Code Enforcement Officer at 585-548-7123 ext.15 or 585-402-0148 to schedule an inspection.*

### **HOUSE/ADDITION/GARAGES**

- ✓ Footing/Foundation Before Pour(do not backfill until inspection is done).
- ✓ Footing Drains and waterproofing foundation Before Covering or Concealing.
- ✓ Rough Framing to include Rough Plumbing, Electrical, and Mechanical.
- ✓ Insulation
- ✓ Final Electric Inspection shall be done by third party electrical inspection agency. Sticker and/or paperwork will be picked up during final inspection.

### **DECKS**

- ✓ Footing Inspection, with Ledger Board and Flashing(shall be a minimum of 42" deep) when complete.

Note: If deck is adjoining a pool, more stringent codes will apply.

### **POOLS**

- ✓ Side walls must be a minimum of 48" high (for above ground pool).
- ✓ Alarms required on surface of water and in house.
- ✓ Pool bonding and complete electric shall be inspected by a third party inspection agency. Sticker and/or paperwork will be picked up during final inspection.

### **HOT TUBS**

- ✓ When Complete, shall have a locking cover.
- ✓ Bonding and complete electric shall be inspected by a third party inspection agency. Sticker and/or paperwork will be picked up during final inspection.

### **POLE BARNs**

- ✓ When holes are dug (shall be a minimum of 48" deep).
- ✓ When complete, note, if electric is installed, an inspection is required by a third party inspection agency. Sticker and/or paperwork will be picked up during final inspection.

### **SHEDS**

- ✓ When complete, may need anchoring, please check with code officer.
- ✓ Note: If electric is installed, an inspection is required by a third party inspection agency. Sticker and/or paperwork will be picked up during final inspection.

### **GENERATORS**

- ✓ When complete, electric shall be inspected by a third party inspection agency. Sticker and/or paperwork will be picked up during final inspection.

### **WOOD/GAS STOVES/CHIMNEY/SOLID FUEL BURNING EQUIPMENT**

- ✓ Note: Shall be installed according to manufacturers instructions, when complete.

There may be exceptions to these GUIDELINES depending on the type of construction. Call the Code Enforcement Officer at 548-7123 ext.15 or 585-402-0148 if you have any questions.

TOWN OF BYRON - Table 1

DISTRICT	PERMITTED USES	MINIMUM [5] LOT SIZE (Sq. Ft.)	MINIMUM FRONTAGE (ft.)	MINIMUM [5] DEPTH (ft.)	MINIMUM YARDS (ft.)			% - MAXIMUM LOT COVERAGE	MAXIMUM [6] HEIGHT (ft.)	BUFFER	SITE PLAN						
					Front	Rear	Side										
A-R Agricultural- Residential	Single Family Dwelling (Sewer District)	40,000	150	200	50	30 [4]	15 [4]	20	35	-----	-----						
	Two Family Dwelling (Sewer District)	45,000	150	250													
	Multi Family [3]	+3,000 @	175	300								75	30 [4]	30	35	-----	YES
	Non-Residential	80,000	200	250								75	30	30	35	YES	YES
R-1 Residential	Single Family Dwelling (Sewer District)	30,000	150	175	50	30 [4]	15 [4]	20	35	-----	-----						
	Two Family Dwelling (Sewer District)	35,000	150	200													
	Multi Family [3]	+3,000 @	160	250								75	30 [4]	30	35	-----	YES
	Non-Residential	80,000	250	300								75	30	30	35	YES	YES
C-1	Retail & Service [1]	40,000	150	200	50	30	15	30	35	-----	YES						
C-2	Commercial -Retail [1]	80,000	250	300	60	30	50	30	35	YES	YES						
I-1 Industrial	Light Industrial [2]	80,000	250	300	75	30	30	30	35	YES	YES						
FP	Flood Plain	Refer to Section 905															
LC	Land Conservation	Refer to Section 906															
AG	Agriculture	Refer to Section 9__							100'-Windmills		YES						

NOTES:

- [1] No Commercial or Business structure shall be located within 50 feet of a Residential District.
- [2] No Industrial structure shall be located within 100 feet of a Residential District.
- [3] Two Family lot size plus 3,000 sq. ft. per each dwelling unit over two dwelling units.
- [4] Buildings/Structures 150 sq. ft. or less - the side and rear yard minimums can be reduced to 5 feet per.
- [5] Excludes the Highway Right of Way (ROW)
- [6] Steeples and Agricultural structures may extend to a maximum height of 80 feet.

**Homeowners** who are doing the work themselves need to follow the following link to supply the Town of Clarendon with a CE-200, Exemption from workers' compensation and disability insurance:

Here is a link to follow to fill out the application for the CE-200:

<https://www.wcb.ny.gov/icexempt/index.jsp> **Please follow this link and print the CE-200, sign it and submit it with your application.**

*Make sure to disable pop-up blockers so that you will be able to view and print your CE-200 certificate once completed.*

Create a unique pin by following the instructions given.

If you already have created a pin, please sign on with the information requested.

\*If you are completing the CE-200 as a Homeowner:

*Nature of the Business* select - Homeowner

*Applying for* select - Building permit

*Issuing Governmental Agency* – Town of Byron

Enter the project dates (when work will start and estimate of when it will be completed)

Address (the address where the work will be done)

Complete and submit the application.

Please print, sign and date the certificate and turn in with your completed building permit application to the Town of Byron– Building Department.



# Certificate of Attestation of Exemption

Instructions for obtaining and filing a Certificate of Attestation of Exemption from Workers' Compensation and/or Disability and Paid Family Leave Benefits (CE-200) through New York Business Express

## Follow these steps:

1. Go to [businessexpress.ny.gov](https://businessexpress.ny.gov).
2. Select **Log In/Register** in the top right-hand corner. A NY.gov Business account is required.
3. If you do not have a NY.gov business account, go to **step 4** to set up your account. If you have a NY.gov log-in and password, go to **step 16**.
4. Select **Register with NY.gov** under New Users.
5. Select **Proceed**.
6. Enter the following:
  - First and Last Name
  - Email
  - Confirm Email
  - Preferred Username (check if username is available)
7. Select **I'm not a robot**.
  - You may have to complete a Captcha Verification before proceeding.
8. Select **Create Account**.
  - If you already have a NY.gov account, the screen will display your existing accounts, either Individual or Business.
  - Do one of the following:
    - If the account(s) shown is a NY.gov Individual account, select **Continue**.
    - If the account(s) shown is a NY.gov Business account, select **Email Me the Username(s)**.
9. Verify that the account information is correct.
  - Select **Continue**.
10. An activation email will be sent.
  - If you do not receive an email, see the **No Email Received During Account Creation** page.
11. Open your activation email and select **Click Here**.
  - Specify three security questions.
  - Select **Continue**.
12. Create a password (must contain at least eight characters).
13. Select **Set Password**. You have successfully activated your NY.gov ID.
14. Select **Go to MyNy**.
  - At the top of the screen select **Services**.
  - Select **Business**.
  - Select **New York Business Express**.
  - Select **Log In/Register**.
15. On the New York Business Express home page, do one of the following:
  - Scroll down to Top Requests and select **Certificate of Attestation of Exemption, or**
  - Search Index A-Z for **CE-200**.
16. Under **How to Apply**:
  - Select **Apply as a Business, or**
  - Select **Apply as a Homeowner** (applies to those obtaining permits to work on their residence).
17. Complete application screens.
18. Review Application Summary.
19. Attest and submit.

## You will receive an email when your certificate has been issued.

To view your certificate:

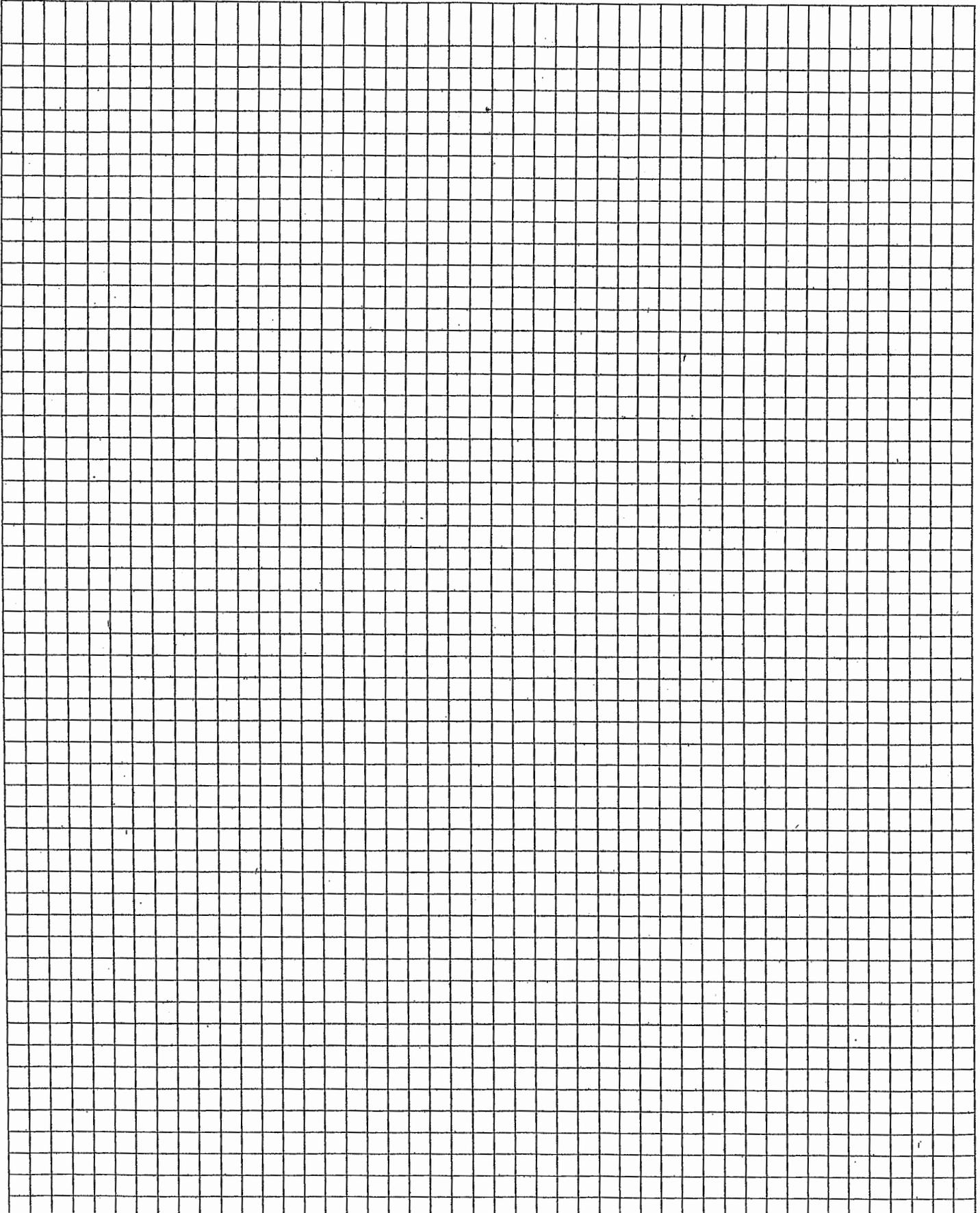
- Select **Access Recent Activity** from your email, or
- Access [businessexpress.ny.gov](https://businessexpress.ny.gov), and then access your **Dashboard** (under your login name on right).

Print and sign the **Certificate of Attestation of Exemption**.

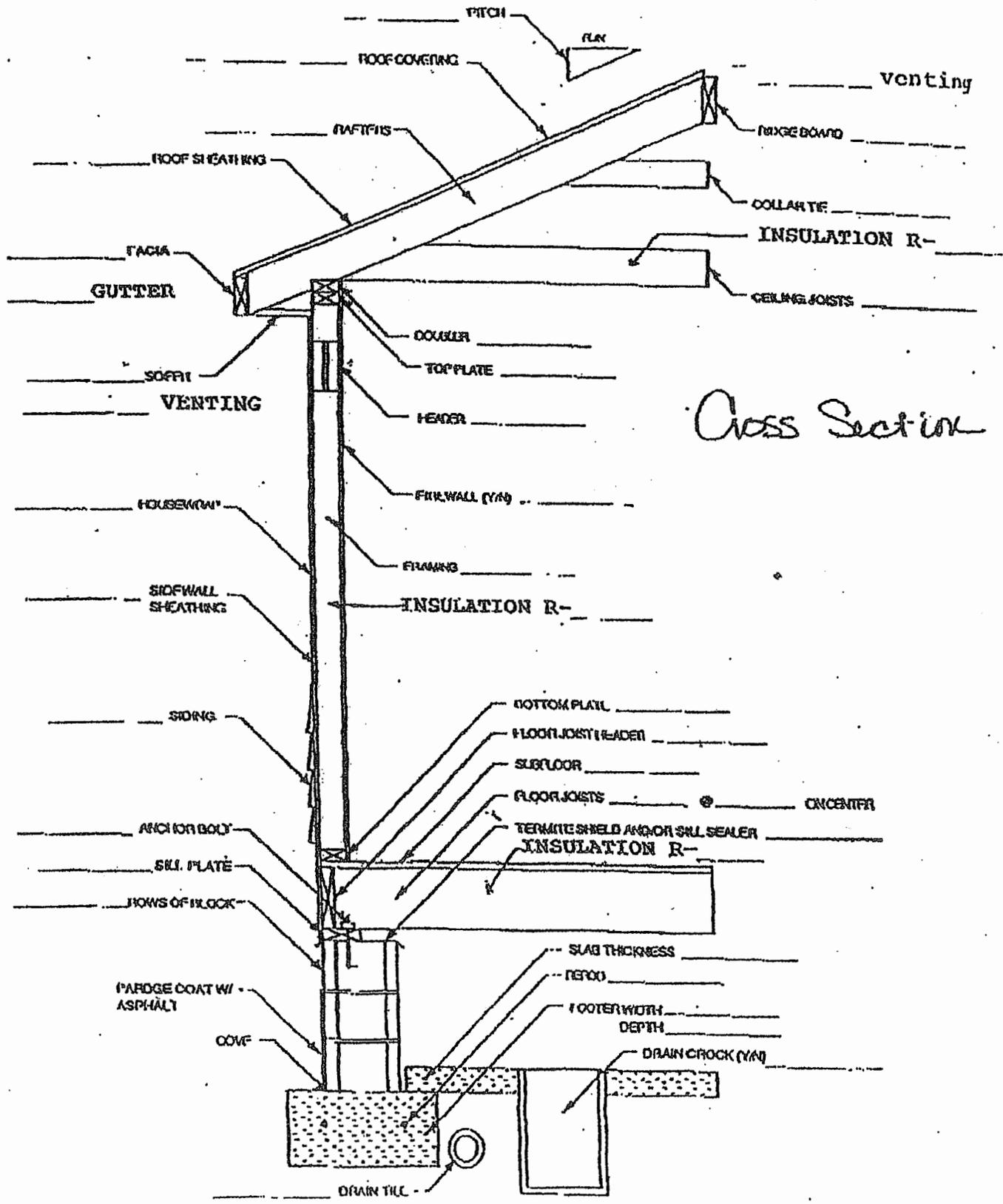
Submit your **CE-200** for your license, permit or contract to the Issuing Agency.

### PLOT DIAGRAM

Locate clearly and distinctly all buildings, whether existing or proposed, and indicate all yard dimensions from property lines. Give identifying information or deed description, show street names and adjacent property owner names. Indicate whether an interior or corner lot.

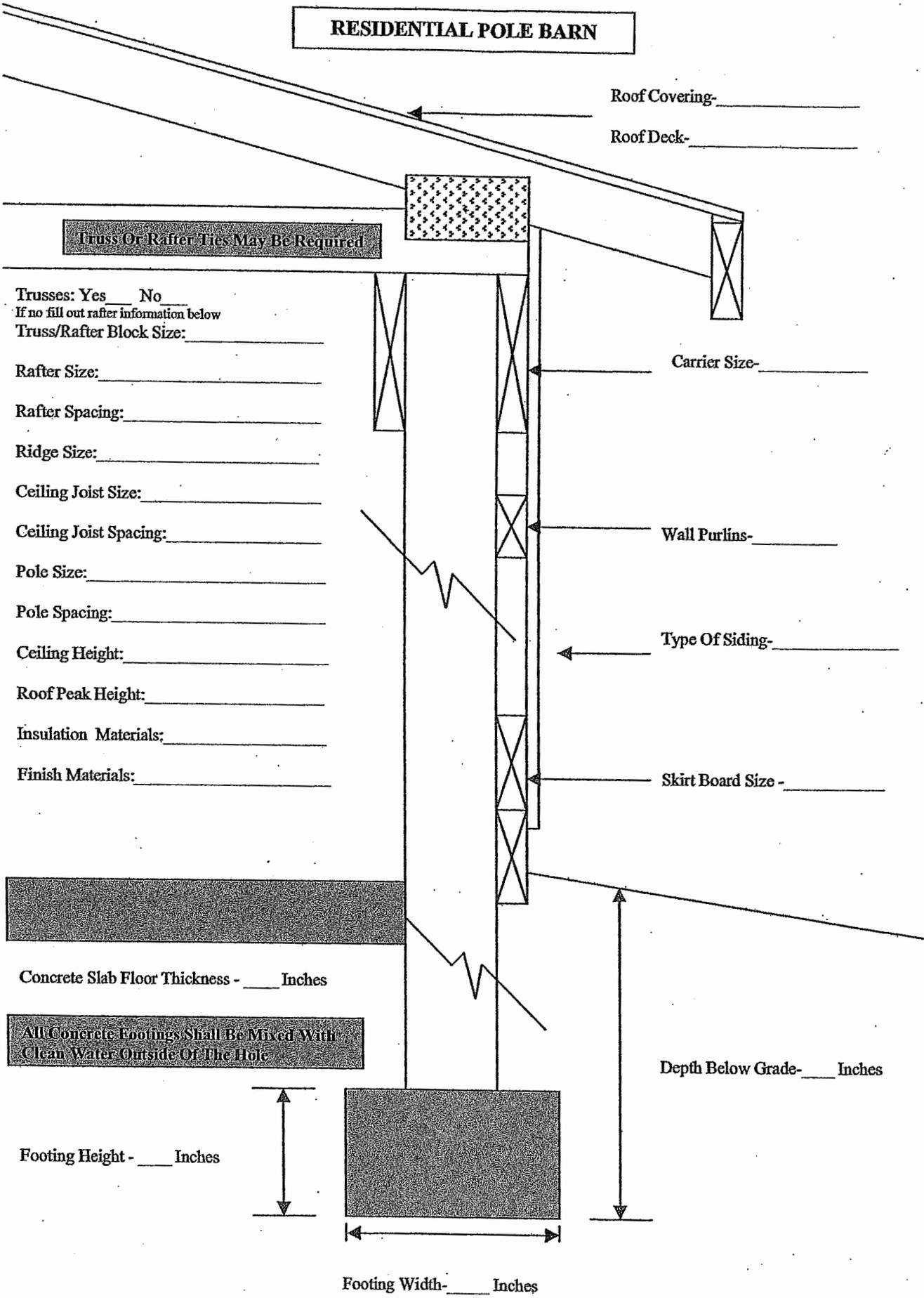


TOWN OR CITY OF \_\_\_\_\_ DATE \_\_\_\_\_  
 OWNER \_\_\_\_\_ STREET \_\_\_\_\_



*Cross Section*

# RESIDENTIAL POLE BARN



Roof Covering- \_\_\_\_\_

Roof Deck- \_\_\_\_\_

**Truss Or Rafter Tris May Be Required**

Trusses: Yes \_\_\_ No \_\_\_  
If no fill out rafter information below  
Truss/Rafter Block Size: \_\_\_\_\_

Rafter Size: \_\_\_\_\_

Rafter Spacing: \_\_\_\_\_

Ridge Size: \_\_\_\_\_

Ceiling Joist Size: \_\_\_\_\_

Ceiling Joist Spacing: \_\_\_\_\_

Pole Size: \_\_\_\_\_

Pole Spacing: \_\_\_\_\_

Ceiling Height: \_\_\_\_\_

Roof Peak Height: \_\_\_\_\_

Insulation Materials: \_\_\_\_\_

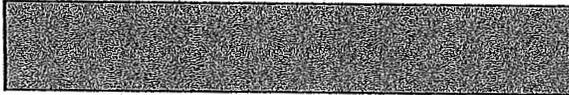
Finish Materials: \_\_\_\_\_

Carrier Size- \_\_\_\_\_

Wall Purlins- \_\_\_\_\_

Type Of Siding- \_\_\_\_\_

Skirt Board Size - \_\_\_\_\_

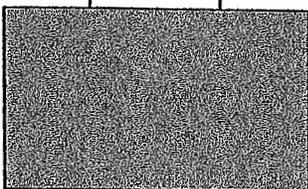


Concrete Slab Floor Thickness - \_\_\_ Inches

**All Concrete Footings Shall Be Mixed With Clean Water Outside Of The Hole**

Depth Below Grade- \_\_\_ Inches

Footing Height - \_\_\_ Inches



Footing Width- \_\_\_ Inches