



Village of Mount Morris

117 Main Street, Mount Morris, NY 14510
Building Zoning Permits/Code Enforcement
Phone (585) 519-3321 mmullikin@mountmorrisny.us

BUILDING/ZONING PERMIT INSTRUCTIONS

General Building/Zoning Permit Application Information

PLAN AHEAD – The Building/Zoning Permit process takes time to complete – waiting until the last minute to apply may result in significant delays to your project.

Do not expect to be issued a permit immediately upon submission of an application.

INCREASED Building/Zoning Permit fees are assessed when work is started without a permit, in addition to any other fines and court action that may occur.

General Information:

- 1) The Code Enforcement Officer CANNOT design or recommend changes to a design to achieve code compliance. The Applicant is responsible for making himself/herself aware of applicable codes.
 - a. The New York State Uniform Fire Prevention and Building Code is available for viewing FREE online at <https://www.dos.ny.gov/DCEA/pdf/2017%20Uniform%20Code%20Supplement-10-2017.pdf>.
 - b. The Village of Mount Morris Code is available online at <https://www.ecode360.com/MO0072>.
- 2) The Code Enforcement Officer CANNOT recommend a design professional or contractor to an Applicant.
- 3) The Code Enforcement Officer is required by law to enforce the strict provisions of code that apply to a Building/Zoning Permit Application. In some instances, there may be avenues available for an Applicant who wishes to seek a variance from certain requirements of applicable codes (e.g., Zoning Board of Appeals, New York State Board of Review/Appeals). Please DO NOT ask the Code Enforcement Officer to violate the law by modifying or ignoring code requirements.
- 4) Article 145, Section 7209 and Article 147, Section 7307 of the New York State Education Law and certain provisions within the New York State Uniform Building Construction Code regulate when documentation submitted with a Building/Zoning Permit Application must have a stamp and signature of a New York State Design Professional. Please DO NOT ask the Code Enforcement Officer to violate the law by ignoring these provisions.

Building/Zoning Permits are required for the following:

- a. Residential: Any remodeling that includes, electrical, plumbing, structural changes, or changes in the outside size, shape, or appearance. This may include some door and window replacements.
- b. Commercial Work: All.
- c. New/Replacement structures including pools, sheds, decks, sun porches, fences and additions.
- d. Construction/Installation of all chimneys, fireplaces, solid fuel stoves, generators and solar panels.
- e. Demolition of any type of structure.
- f. New/Replacement gas appliances.

If you are not sure if you need a permit, please contact the Code Enforcement Office at (585) 721-2857

Needed to Obtain a Permit:

- 1) A Building/Zoning Permit Application completely filled out and submitted with required items for Code Enforcement Officer review.
- 2) Applications must be accompanied by **two complete sets** of plans, specifications, and supporting documentation drawn to scale (preferably 1/4" to 1'). Submitted materials shall describe the nature of the work to be performed, the material and equipment to be used and installed, and details of structural, mechanical, plumbing, electrical and heating installations, as applicable. The submitted documentation must be sufficient to determine the scope of work, method of construction, and code compliance solely by examining said documentation. NOTE: Upon issuance of a Building/Zoning Permit, one set of plans, specifications, and supporting documentation shall be stamped APPROVED and returned to the Applicant. These documents shall be maintained on the construction site and available for review at all times.
- 3) All applications must comply with New York State Property and Building Code and the Codes of the Village of Mount Morris.
- 4) **Insurance Certificates:**
Appropriate forms showing compliance with applicable provisions of the New York State Worker's Compensation and Disability Law must be submitted before an Application can be processed.
 - a. Liability insurance, on the Accord format. General Liability Insurance limits shall cover \$1,000,000 per occurrence.
 - b. Worker's Compensation insurance, on the NY State 105.2 form or similar.
 - c. Disability insurance presented on the NY State 120.1 form or similar.
 - d. As of January 1, 2018 NYS, requires that contractors submit proof of workers compensation to issue a building permit.

Homeowners performing the work themselves, and sole proprietors must submit a CE-200 with their building permit. This is a certificate that they are not required to carry workers' compensation.

New York State has setup an online application in which you can receive an affidavit attesting that you are not required to have worker's compensation. This document is called a CE-200. This is the only document that can be accepted as proof of the exemption for the worker's compensation and/or disability. To complete the CE-200 go to http://www.wcb.ny.gov/content/ebiz/wc_db_exemptions/requestExemptionOverview.jsp

Scroll down and choose the appropriate step by step guide. Note there is a phone number at the bottom should you need assistance.

Notate location of work on all forms.

All insurance forms must name the Village of Mount Morris as Certificate Holder, see below:

Village of Mount Morris
117 Main Street
Mount Morris, NY 14510

Samples of insurance forms are included in the Building/Zoning Permit Application packet.

- 5) Where applicable, all documents prepared by a New York State Design Professional must bear a "seal" and original signature. Photocopies WILL NOT be accepted.

- 6) Documentation with general comments or generic details WILL NOT be accepted. EXAMPLE – A drawing with the statement “Handrails to be installed as per code” will be rejected – specific details must be submitted.
- 7) The design standards for structures regulated by the New York State Residential Code within the Village of Mount Morris are as follows:

CLIMATIC AND GEOGRAPHIC DESIGN CRITERIA														
Ground Snow load	Wind Design				Seismic Design Category	Subject to Damage From				Winter Design Temp	Ice Shield Underlayment Required	Flood Hazards	Air Freezing Index	Mean Annual Temp
	(psf)	Wind Speed (MPH)	Topographic Effects	Special Wind Region		Wind-born Debris Zone	(SDC)	Weathering	Frost line depth					
50	89	Yes	Yes	1	C	SEVERE	42"	Slight/Moderate	None/Slight	5	YES	8/1/78	1500	47

- 8) **Electrical Inspections:**
 The Village of Mount Morris does not provide electrical inspections. You must have all electrical inspections performed, as needed, before approval to proceed, or final approval of the project is given. The Applicant is responsible for all fees and costs associated with electrical inspections. Agencies approved to perform Electrical Inspections in the Village of Mount Morris are:

 Commonwealth Electrical Inspection Agency, 1-800-437-5799
 New York Board of Fire Underwriters, 1-800-287-5161
- 9) **No construction shall be commenced, altered, or moved, nor shall any excavation be performed, nor shall an existing facility or land be changed until a Building/Zoning Permit and any other applicable approvals have been authorized.**
- 10) **Any deviation or changes from the approved plans must be requested in writing and approved by the Code Enforcement Officer PRIOR to making said changes.**

Permit Process:

- 1) Submit the completed Application and required documentation to the Code Enforcement Officer for review. Plan review may take a minimum of 7 business days for additions, alterations and one- and two- family use and up to a minimum of 21 days for all other uses.
- 2) DO NOT MAIL OR SUBMIT PAYMENT WITH PERMIT APPLICATION
- 3) A decision will be made to either approve or deny approval for the submitted Application.
- 4) If a Building/Zoning Permit Application is approved, a Building/Zoning Permit will be issued, and you will be contacted with the fee amount. The Building/Zoning Permit may be picked up at the Village of Mount Morris Clerk’s Office. The Building/Zoning Permit will not be valid until all required fees have been paid.
- 5) Permits must be visibly posted on the property during construction.
- 6) Permits are valid for one year after issuance. Construction must start within one hundred twenty (120) days of the date of issuance.

- 7) All work is expected to be completed within the one-year period. If the permit holder cannot complete the work within the specified time period, and a renewal permit or Temporary Certificate of Occupancy cannot be obtained, any incomplete improvements may be required to be restored back to their original condition. Requests for renewal permits and Temporary Certificates of Occupancy will be evaluated on a per-case basis, but good cause must be shown to be considered for a renewal permit or Temporary Certificate of Occupancy. Building/Zoning Permits will not be renewed more than two times. **DO NOT START A PROJECT IF YOU ARE UNSURE THAT IT CAN BE COMPLETED UNDER THE REQUIRED GUIDELINES.** Plan ahead and make sure you will be able to obtain the necessary resources to FULLY complete the project.
- 8) The contractor or owner must make arrangements with the Code Enforcement Officer at least 24 hours in advance when work is ready for the applicable inspections. The contractor must meet this requirement with a verbal request directly with the Code Enforcement Officer - voicemail requests for inspections WILL NOT be accepted as meeting the minimum notice threshold. Failure to obtain an inspection as per the above guidelines may result in the removal of work completed.
- 9) Required inspections (NOTE – this is only a general list; other inspections may be required) include:
- A. When initial excavation is complete, and footing forms (including reinforcement, weeps, etc.) are in place.
 - B. When foundation has been formed (including reinforcement), before concrete is poured into forms.
 - C. Before backfilling of foundation, after all drainage has been installed and sealants applied.
 - D. Framing inspection, after all structural elements have been installed, and all rough mechanicals have been installed (for electrical installations, see page 2, item #8. If truss construction is utilized, Truss Certifications must be received by the Code Enforcement Officer prior to a request for this inspection.
 - E. Inspection of all rated assemblies and penetrations, including fire rated walls and ceilings, before, during, and after installation.
 - F. Insulation inspection of exterior walls, exposed ceilings and attic before concealment. Rough plumbing and electrical inspection report completed before concealment.
 - G. Rough Plumbing and Electrical inspection before concealment.
 - H. Final inspection, all exterior and interior items complete.
- 10) The contractor or property owner MUST notify the Code Enforcement Officer when all the construction aspects covered under the Building/Zoning Permit are complete. This requirement applies to ALL permits, including sheds, fences, swimming pools, re-roofing, generators, etc.

ALL PERMITS MUST HAVE A FINAL INSPECTION WHEN COMPLETE. A CERTIFICATE OF OCCUPANCY OR CERTIFICATE OF COMPLIANCE MUST BE ISSUED TO CLOSE OUT A PERMIT.