

CITY OF CANANDAIGUA  
**OFFICE OF CODE ENFORCEMENT**

2 North Main Street  
Canandaigua, New York 14424

David Le Clair  
Code Enforcement Officer

Phone (585) 396-5000 ext 5023  
Fax: (585) 919-0605

***Information you should know when making an application to the City for a building permit.***

All applications to be made to the City's Development Office require the property owner's signature and some kind of drawing to be submitted. It is important to understand what drawings are necessary for which applications, and what information they must include. Most of the time that information is governed by the City of Canandaigua municipal regulations, or by New York State laws.

The following are some of the most important rules and limitations when making an application for a permit:

- Construction drawings that adequately describe the proposed work must be submitted with building permit applications, so that the Development Office can verify compliance with the NYS Uniform Fire Prevention and Building Code. They should be drawn to scale, or at least include sufficient dimensions and information to show that code requirements will be met. For most projects, you will need to submit a basic floor plan, elevations, and/or cross-sections.
- The amount of information and level of detail required for construction drawings will vary depending on the nature of your project. For example, for a deck, some information about the framing, and the dimensions of things like railings and steps, may be all that is required. On the other hand, for an entirely new building, you will need information on such things as structural members, electrical, plumbing and other mechanical systems, fire protection equipment, and other information necessary to verify that the code requirements will be met.
- The City of Canandaigua does not require that construction drawings be professionally prepared and stamped, unless NYS law requires it. The law requires that "all plans, drawings and specifications relating to the construction or alteration of buildings or structures which must be filed with a local building official must be stamped with the seal of an architect or professional engineer," unless for single-family residential buildings 1500 square feet or less, and construction and alterations costing \$20,000 or less, if they do not involve structural safety or public safety.
- State Law requires that proof of Workers' Compensation and Disability insurance from the firm or individual performing the work done under the permit. This documentation varies as follows: Building owner's doing work themselves in 1, 2, 3, or 4 family owner occupied buildings can use form BP-1. This may include family members or individuals performing incidental labor. Individual contractors with no employees will use CE-200. This is done directly on-line at:

[www.wcb.ny.gov/content/ebiz/wc\\_db\\_exemptions/request](http://www.wcb.ny.gov/content/ebiz/wc_db_exemptions/request)

All other contractors with employees will need to submit forms C-105.2 (Workers' Compensation) & DB-120.1 (Disability) from their insurance carrier.

If you will be preparing drawings and submitting an application, and will need to verify what requirements will apply in your case, you should contact the Code Enforcement Officer at (585) 396-5000 (x5023 or x5028). We will be happy to answer any questions and assist you through this process.