



WHY APPLY FOR A BUILDING PERMIT

The Office of Code Enforcement receives several calls each month asking “Why do I need a Building Permit for remodeling my kitchen, adding a porch, etc.” The Existing Building Code of New York State requires a building Permit for repairs and alterations, and it is important to understand the rationale that is behind the Code.

First, it is important to define repairing and alteration -

- Repairing is defined to include the patching or restoration or replacement of damaged materials, elements, or fixtures for the purpose of maintaining such components in good or sound condition with respect to existing loads or performance requirements.
- Alteration – Level 1 is defined to include the removal and replacement or the covering of existing materials, elements, equipment, or fixtures using new materials, elements, equipment, or fixtures that serve the same purpose.

Alteration – Level 2 is defined to include the reconfiguration of space, the addition or elimination of any door or window, the reconfiguration, or extension of any system, or the installation of any additional equipment.

Alteration – Level 3 is defined where the work area exceeds 50 percent of the aggregate area of the building.

If you are replacing siding, roof or windows of your single family residence that you occupy, the Village does not require a building permit as long as there is no change in any structural items.

When you apply for a building permit, both you and your contractor are required to sign the application. At the time that the contractor signs the application, we require the contractor to provide certificate of insurance to verify proof of the contractor’s Workmen’s Compensation insurance and liability insurance.

Finally, the most important part is that Section 103.7 of the Existing Building Code of New York State requires that “the repairs, maintenance work, alterations or installations which are caused directly or indirectly by the enforcement of the Code shall be executed and installed in workmanlike manner and installed in accordance with this Code and the manufacturer’s installation instructions.” If you do **not** have a building permit and have to sue your contractor, we cannot help you.

It is for your safety and protection that building permits are required in most situations and we encourage you to call the Codes Enforcement office to verify whether a permit will be needed for your project.