

Village of Oakfield

Guidelines for Typical Residential Permits

1. What would require a building permit?

Generally, permits are required for:

- Construction of a new building.
- Add or make structural alteration.
- Construct or replace a deck.
- Installing or replace a pool, hot tub or spa.
- Build or enclose a porch.
- Construct an accessory building (shed and other structures detached from the principle building).
- Convert an attic or basement to usable space such as bedroom.
- Demolition of any building interior or section.
- Repair of any fire damage.
- Installation of wood stove, pellet stove or gas heater.
- Erect any sign or reface.
- Add fill, excavate or change drainage.
- Move any building.
- Install new or extend existing plumbing.
- Alter or extend electric system.

Many projects require permits. If you are in doubt about whether your project requires one please call the Village of Oakfield office 948-5862.

2. What can be done without a permit?

- Make ordinary repairs with like or similar material to restore original conditions that do not affect structural features.
- Install sidewalks or grade level patios on private property but not within public right of way.
- Install roofing or siding without affecting structural elements.
- Replace gutters and down spouts.
- Repair or expand your driveway with no work in the right of way.
- Replace plumbing fixtures or perform ordinary repairs to existing plumbing systems.
- Repair or replace existing gas appliance
- Install windows or doors in existing openings without structural alterations.

3. Why do I need a permit?

- A permit is the typical method used to determine whether a proposed construction or installation complies with zoning laws and building codes. The building permit review process and inspection are intended to secure public protection from the hazard of fire and inadequate construction, and to ensure the requirements of the New York State Uniform Fire Prevention & Building Code have been satisfied.

4. Who inspects electrical work?

- The Village of Oakfield requires electrical work be inspected by a registered third-party inspection agency that has been approved by the Village of Oakfield.

5. Where do I get a building permit?

- A property owner or agent (contractor), may apply for a building permit at the Village of Oakfield office.

6. What is the New York State Uniform Fire Prevention & Building Code?

- This code is the minimum construction standard set by New York State law for all building project related activities performed within the State of New York.

7. What do I need to bring when I apply for a project?

Different permits require different construction drawings. All the appropriate information should be submitted with the application as listed on the application. Incomplete application will not be approved until all supporting documents are received. Make sure the following is submitted:

- Village of Oakfield Building and Zoning application.
- Site plan
- Construction drawing
- Proof of insurance

8. Who should prepare construction drawings?

- The New York State Education Law requires that all projects with a cost of \$20,000 dollars or more should have plans, drawings, specifications shall bear the seal of a licensed professional architect or engineer. However, the Authority Having Jurisdiction can override this requirement in his/her opinion (i.e. projects like pole barns, garages, or other simple projects)

9. How long does it take to get a permit?

- Depending on the demand imposed by applications, complete residential permit requests generally take about 10 business days. All permits are handled in a first come first served basis.

10. How will I know when my permit is ready?

- After an application is reviewed and approved, the applicant is notified by phone and then the applicant, or their representative, must come to the Village office to sign the permit and pay any fees.
- A rejected application will result in notification, by phone, of the reasons for rejection. The application will be held until the applicant has corrected the noted deficiencies or canceled the project.

11. When may I start work?

- Except in the case of an emergency, you may not proceed until you have receipt of the permit.

12. Who performs the inspections of a residential project?

- In each community, there is designated code enforcement official, generally a local government appointed employee, who inspects construction to the standards of the New York State Uniform Building code.
- In the Village of Oakfield, the village inspectors perform all inspections except electrical. Inspection of electrical work is done by licensed agencies approved by the Village of Oakfield.

13. When do I need a construction inspection?

- The required inspections for each projection are noted on the permit that is issued by the Village of Oakfield. There included but are not limited to:
 - Footings
 - Foundations
 - Waterproofing
 - Framing
 - Electric
 - Plumbing
 - Insulation
 - Final Inspection

14. How do I request a construction inspection?

- Construction inspections are ordered by calling the building inspector at 585-409-0534, the day prior to the inspection.

15. What is a Certificate of Occupancy or Certificate of Compliance?

- This Certificate is a legal document that states that your project is completed, complies in all respects with the applicable federal, state and local codes, rules, and regulations and to the plans submitted. Such a certificate is required by State Law before a permitted project may be occupied or put into use. Failure to obtain a required certificate may interfere with further efforts to sell the property.

16. Are there any rules other than the New York State Uniform Fire Prevention & Building Codes that might have an impact on my proposed project?

- Yes, the Village of Oakfield administers and reviews your building permit application for conformance to following requirements:
 - The Village of Oakfield Zoning ordinance
 - Construction in a Flood Plain Identified by the Federal Emergency Management Agency

17. What is Zoning?

- The Zoning Ordinance of the Village of Oakfield regulates the use of land and the location and size of structures within the Village. The first step in a request for a permit that involves a new structure on a property or the enlargement of an existing structure, must be reviewed by the Zoning Department first to ensure that it meets all the Village of Oakfield's requirements such as front yard setbacks, side yard setbacks, rear yard setbacks and amount of lot coverage. If a project does not meet these requirements a variance may be requested from the Zoning Board of Appeals.

18. What does the Zoning Board of Appeals do?

- The Zoning Board of Appeals is a board of officials that holds public meetings to decide on issues relating to the Zoning Ordinance. The Zoning Board of Appeals hears the requests for a variance (relief) from a provision of the Zoning ordinance requested by private property owners who wish to use and or construct a structure that is not in keeping with regulations for a particular zone of district.