



Town of Henrietta
Office of Building and Fire Prevention
 475 Calkins Road
 Henrietta, NY 14467
 PH: (585) 359-7060 FAX: (585) 321-6093
 Building@henrietta.org

TOWN OF HENRIETTA



BUILDING &
 FIRE PREVENTION

Commercial Building Permit Application

Section A - Site Information

Name of Project _____ Address/Location of Project _____
 Tax ID/SBL # _____ Zoning Classification: B-1 B-2 ILCD Ind. PUD PCD
 Building Construction: Type I Type II Type III Type IV Type V A B Sprinklered: Y N

Section B - Property Owner Information

Building Owner Name _____
 Owner Address _____
 Owner City, State, Zip _____
 Owner Phone Number _____

Section C - General Contractor Information

Contractor Name _____
 Contractor Address _____
 Contractor City, State, Zip _____
 Contractor Phone Number _____
 Contractor Email _____

Section D - Engineer/Architect of Record N/A

Engineer/Architect/Firm _____
 Phone Number _____
 Fax Number _____
 Primary Contact _____
 Email _____

REQUIRED

Section E - Plumbing Contractor Information N/A

Company Name _____
 Phone Number _____
 Number of Fixtures _____

Section G - Mechanical Contractor Information N/A

Firm/Company Name _____
 Phone Number _____

Section F - Fire Protection Contractor Information N/A

Firm/Company Name _____
 Phone Number _____

Section I - Plans (Indicate plans that have been submitted with this application)

<input type="checkbox"/> Instrument Survey/Plot Plan	<input type="checkbox"/> Floor Plan(s)
<input type="checkbox"/> Energy Compliance Worksheet	<input type="checkbox"/> Cross Section(s)
<input type="checkbox"/> Fire Separation Plan	<input type="checkbox"/> Plumbing Plan
<input type="checkbox"/> Special Inspection Schedule	<input type="checkbox"/> Electrical Plan
<input type="checkbox"/> ADA Accessibility Plan(s)	<input type="checkbox"/> Framing Plans
<input type="checkbox"/> Window and/or Door Schedule	<input type="checkbox"/> Roof Design
<input type="checkbox"/> Mechanicals Plan	<input type="checkbox"/> Foundation Plans
<input type="checkbox"/> Sprinkler System Plans	<input type="checkbox"/> Emergency Egress
<input type="checkbox"/> Fire Alarm System Plan	
<input type="checkbox"/> Architectuall/Engineered Stamped Drawing(s)	

NYS Education Law
 Section 145

Section H - Project Information (Type of Permit Applying for)

<input type="checkbox"/> New Construction *	_____	Square Feet
<input type="checkbox"/> Interior Renovation *	_____	Square Feet
<input type="checkbox"/> Addition *	_____	Square Feet
<input type="checkbox"/> Dumpster Enclosure	_____	Square Feet
<input type="checkbox"/> Shed	_____	Square Feet
<input type="checkbox"/> Relocation of Building	<input type="checkbox"/> Ramp	
<input type="checkbox"/> Pool (Indoor or Outdoor)	<input type="checkbox"/> Fence	
<input type="checkbox"/> Plumbing	<input type="checkbox"/> Other _____	

Please provide total construction cost below

*** Large Project Surcharge Fee (Over \$500,000)**
\$0.008 times project cost

PLEASE NOTE: As of May 2010 an electronic copy of all building plans (acceptable formats: .dwg, .pdf, and .tiff) **MUST** be submitted in addition to a building permit application and two sets of plans/specifications. Please submit via one of the following mediums (cd/dvd, usb flash drive or via email at **building@henrietta.org**)



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Approval For Building Permit Issuance
OFFICIAL USE ONLY

ApprovalDate _____

Name of Project _____

Address/Location of Project _____

Tax ID/SBL # _____

Approved By: _____

Title: **Director of Building and Fire Prevention**

Date: _____

Approved By: _____

Title: **Assistant Building Inspector**

Date: _____

Approved By: _____

Title: **Fire Marshal**

Date: _____

Approved By: _____

Title: _____

Date: _____

Permit Stipulations

Licensed Plumber Verified: No Yes

Liability & Workers Compensation Submitted: No Yes

Licensed Fire Protection System Installer Verified: No Yes

Required Inspections

- | | | | |
|----------------------------|--|--|--|
| <input type="checkbox"/> 1 | <input type="checkbox"/> 7 | <input type="checkbox"/> 14 Fire Prevention | <input type="checkbox"/> 23 Foundation Wall Pre-Pour |
| <input type="checkbox"/> 2 | <input type="checkbox"/> 8 | <input type="checkbox"/> 18 Fireplace | |
| <input type="checkbox"/> 3 | <input type="checkbox"/> 9 | <input type="checkbox"/> 19 Fire Stopping | |
| <input type="checkbox"/> 4 | <input type="checkbox"/> 10 | <input type="checkbox"/> 20 Pre-Rock Fire Stopping | |
| <input type="checkbox"/> 5 | <input type="checkbox"/> 11 | <input type="checkbox"/> 21 Foundation Insulation | |
| <input type="checkbox"/> 6 | <input type="checkbox"/> 12 Electrical | <input type="checkbox"/> 22 Floor Slab Pre-Pour | |