



TOWN OF PERINTON

1350 TURK HILL ROAD ■ FAIRPORT, NEW YORK 14450-8796
(585) 223-0770 ■ Fax: (585) 223-3629 ■ www.perinton.org

COMMERCIAL REMODELING REGULATIONS AND INSTRUCTIONS

The below regulations apply to existing commercial buildings undergoing remodeling, alterations or change of occupancy. A building permit is required when load bearing and non-load bearing walls are added or removed, openings in interior or exterior walls are added or enlarged, alterations to the floor plan are made, plumbing fixtures are added or relocated or when electrical circuits are added or modified. Additionally, all changes of occupancy require a building permit.

Typically, cosmetic upgrades including removing and replacing flooring, furniture and fixtures or bathroom fixtures in the same location does not require a building permit. Please contact the Building & Codes Department with questions or for clarification.

General regulations:

1. Construction drawings prepared by a licensed architect or engineer are required for all commercial projects with the exception of minor remodeling, where approved by the Building & Codes Department. See pg. 2 for construction drawing requirements.
2. Permit required- Prior to commencement of demolition or construction, a building permit must be obtained from the Building & Codes Department.
3. A certificate of occupancy must be issued by the town prior to occupying the newly remodeled space.
4. Exterior alterations are subject to site plan review prior to the issuance of a building permit.

TO APPLY, PLEASE SUBMIT:

1. A completed building permit application form. (Attached)
2. Two sets of detailed construction drawings along with a .pdf of the drawings.
3. If a contractor is being used, they must supply the Town with proof of insurance (general liability, worker's comp and disability).

Applications may be submitted to the Building & Codes Dept. in person or via email to building@perinton.org



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CONSTRUCTION DOCUMENT REQUIREMENTS FOR COMMERCIAL PROJECTS

Construction documents shall be prepared by a registered design professional as required by the NYS Education Law and Chapter 88 of the Perinton Town Code.

Construction documents must include the following information:

1. The scope of the proposed work must be clearly defined;
2. Indicate the location, nature and extent of the proposed work;
3. Show in detail that the proposed work will conform to the provisions of the Uniform Code, the Energy Code, and other applicable codes, laws, ordinances, and regulations;
4. Include all information required by the Uniform Code, and the Energy Code;
5. Include manufacturer's installation instructions for all newly installed equipment and devices;
6. Detailed floor plans showing the layout of the building, including rooms, walls, doors, windows, and any proposed structural changes;
7. Exterior elevations displaying the exterior features, such as windows, doors, and materials;
8. Include cross-sectional drawings displaying the vertical composition of the building, including information about the ceiling height, floor thickness, and other structural elements;
9. Structural plans detailing any proposed structural changes, including beams, columns, foundations, and any other load-bearing elements;
10. Details showing compliance with ADA regulations;
11. Fire and life safety elements and systems;
12. Means of egress details showing the location, construction, size and character of all portions of the means of egress including the path of the exit discharge to the public way. In other than occupancies in Groups R-2, R-3, and I-1, the construction documents shall designate the number of occupants to be accommodated on every floor, and in all rooms and spaces.



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Building Permit Application

Date: _____ Estimated cost of the project: _____

Project description:

Property information where the work is going to be performed:

Address: _____
Owners Name: _____
Owners Address: _____
Owners Phone: _____

Contractor Information:

Name: _____
Address: _____
Phone: _____

Primary Contact:

Name: _____ Phone: _____
Email: _____

Preferred Contact type: Phone Email

Electrical Service Info (if applicable to project)

Utility Company: _____
Overhead or underground: _____
Voltage: _____ Amperage: _____ Phases: _____
RG&E work request number: _____