

Frequently Asked Questions

What would require a building permit?

Generally permits are required to:

- Construct a house or building
- Add or make structural alterations to a building
- Construct or replace a deck
- Install or replace a pool, spa, or hot tub
- Build or enclose a porch
- Construct an accessory building (shed or other structures detached from the principle building and larger than 144 sq.ft.)
- Convert attic or basement to useable space such as a recreation room
- Repair structures damaged by fire
- Install any wood burning appliance
- Install a chimney liner or repair chimney
- Install or replace any gas appliance, including furnaces, hot water heaters, and generators
- Erect any sign
- Move any building
- Alter or extend the electric system (see Who inspects electrical work? below)

Many projects require permits. If you are in doubt about whether the project you intend to undertake will require a permit, please call the Murray Town Hall at (585)225-2000.

What can I do without a permit?

- Make ordinary repairs with like or similar material to restore original conditions that do not affect structural features or involve the installation or extension of electrical or plumbing systems
- Install sidewalks or grade level patios on private property
- Install roofing or siding
- Replace gutters or downspouts
- Repair or expand your driveway with no work in the right-of-way
- Replace plumbing fixtures, or perform ordinary repairs to existing plumbing systems
- Install windows and doors in existing openings without structural alteration
- Install gas appliances that are not required to be vented such as dryers and stoves
- Repair existing gas appliances
- Add insulation

Why do I need a permit?

A permit system 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 inspections are intended to secure the public protection from the hazards of fire and inadequate building construction, and to ensure that the requirements of the New York State Uniform Fire Prevention and Building Code have been satisfied.

Who inspects electrical work?

The Town of Murray allows all electrical inspection agencies to perform inspections of all electrical installations. Address any questions regarding the electrical component of the installation to the registered agency that you have chosen to inspect the work.

Where do I go to get a building permit?

A property owner, or his agent (contractor), may apply for a building permit by dropping an application at the Murray Town Hall.

Who should apply for the building permit?

It is recommended that the applicant be the person or firm that is performing the work. The applicant has responsibilities to provide proof of required insurance, and compliance with Provisions of the New York State Uniform Fire Prevention and Building Code. Homeowners may apply for the permit even if the work is to be performed by others, but must be willing to accept a higher level of responsibility and liability for compliance with various laws, rules, and regulations.

What is the New York State Uniform Fire Prevention and Building Code?

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

Who should prepare construction drawings?

The New York State Education Law requires that all plans, drawings, and specifications filed with a local building official, shall bear the seal of a licensed professional architect or engineer, if the alterations cost \$20,000 or more including labor, or in the opinion of the Building Department materially affects the structural safety of the building.

How long does it take to get a permit?

Depending on the demand imposed by applications, complete residential permit requests generally result in a permit with ten (10) business days. All permit applications are handled on a first come, first served basis.

How will I know when my permit is ready?

- A correct application with payment will result in a permit being mailed to the applicant after the application review
- A correct application lacking only payment will result in a notification by phone or mail that the permit is ready to be picked up at the Town Office
- A rejected application will result in notification by mail to the applicant of the reasons for rejection. The application will be held until the applicant has corrected the noted deficiencies on the plans, or canceled the project.

Why do I pay for a permit?

Permit fees fluctuate from year to year, and are sometimes based on the value of construction. The fees are used to offset the costs of permitting, inspection, and records maintenance. The State of New York requires records for this type of permit and inspections performed, and the Town of Murray must maintain these records and keep

them on file for seven years after the demolition of the structure for which the permit was issued.

How do I pay for a permit?

It is requested that you submit a check or money order at the time of application to allow us to mail your completed building permit to you when the department has completed its review. If you want to pay with cash, you must return to the Town Hall to pay for and pick up your completed permit.

Building permit fees are sometimes based on the value of construction. The value of construction is defined as:

“The cost of the improvement, including the value of donated or own material or labor. For contractor performed work, it is the total contract cost”.

When may I start work?

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

Who performs the inspection of a residential project?

In each community, there is designated a code enforcement official, generally a local government employee, who inspects construction to the standards of the New York State Uniform Fire Prevention and Building Code. In the Town of Murray, Town inspectors perform all inspections except electrical. Inspections of electrical work are done by *agencies registered by the Town*. The applicant chooses a registered agency to perform the required inspections of electrical work.

When do I need a construction inspection?

The Town of Murray Technical Services Department supplies a specific list of required inspections to the applicant, along with the building permit. Generally the Town inspects construction at the following stages:

- Footings before pouring
- Foundations before backfill
- Framing, plumbing, and heating before the installation of insulation
- Insulation before finish materials are applied
- Final before use or occupancy

A representative of the applicant should be on site at the time of inspection to receive the inspection report from the inspector. A copy of the inspection report will be mailed to the applicant if the inspector is unable to leave it with someone at the time of inspection.

How do I request a construction inspection?

Construction inspections are ordered by calling the Inspection Line at (585)261-8664, at least a day prior to the inspection.

What is a Certificate of Occupancy or Compliance?

(“C/O” or “C/C”)

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

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

Yes, The Town of Murray Building Department administers and reviews your building permit application for conformance to the following requirements:

- The Town of Murray Zoning Ordinance
- Construction in a Flood Plain Identified by the Federal Emergency Management Area
- The New York State Energy Code

What is zoning?

The Zoning Ordinance of the Town of Murray regulates the use of land, and the location and size of structures within the Town. When a permit request indicates that an intended activity or structure will result in a violation of any provision of the Zoning Ordinance, the Building Inspector will deny the permit request. The applicant is then referred to the Zoning Board, where an appeal of the denial (variance) may be requested.

This request for a variance is heard by the Board of Zoning Appeals at a public hearing. This Board has the authority to provide the relief requested, as well as grant special permits for certain regulated activities, such as home occupations. Residents with zoning related questions should contact the Town Hall at (585)225-2000.