

5/4/09

VILLAGE OF PITTSFORD

BUSINESS INFORMATION PACKET

Dear Business Owner:

On behalf of our residents, the Village Board of Trustees welcomes you to the Village of Pittsford. The Village of Pittsford is proud of its historic heritage, and the carefully preserved 19th century charm of the business district provides an attraction for shoppers. Your success is important to the Village, and we offer this packet as a guide to establishing your business and accessing the services provided by our staff. This information is also intended to be a quick reference for existing businesses. We welcome your suggestions and comments. Please feel free to contact the Board of Trustees or Village Staff at any time.

Robert C. Corby, Mayor

Tim Galli, Deputy Mayor

Paula Sherwood, Trustee

Steve Maddox, Trustee

Trip Pierson, Trustee

VILLAGE OFFICE STAFF

The following staff members will assist you in the process of establishing and operating your business in the Village of Pittsford:

Building Inspector/Fire Marshal Edward "Skip" Bailey

Village Clerk/Deputy Treasurer Anne Hartsig

Treasurer/Deputy Clerk Mary Marowski

Zoning/Planning Board Secretary Linda Habeeb

Architectural and Preservation Review Board Secretary Linda Habeeb

These staff members will direct you to other departments, agencies, or services if necessary. The Village Office phone number is **586-4332**.

VILLAGE SERVICES FOR NEW BUSINESSES

Zoning Review

The Building Inspector will review your proposed space for compliance with the Village Zoning Ordinance. This review will determine the previous use, and whether your business is a permitted use in that Zoning District.

Building Code Compliance Review

The Building Inspector will review the Village records for outstanding violations and any other issues you should be aware of as a prospective tenant.

Pre-Lease/Purchase Inspections

If you can obtain access to the premises, the Building Inspector can perform a walk-through inspection of your proposed space. This inspection will help to identify Building Code or Village Code issues that may affect the cost or practicality of adapting the building to your use. These issues commonly include handicapped accessibility, fire separations, parking, venting of appliances, etc. This inspection is a courtesy, and is not intended to replace the services of a design professional. The Building Inspector will point out code issues, and possible solutions, but cannot design your space.

Permit and Board Applications

Village Office Staff will assist you with obtaining any necessary permit applications, Board applications, and meeting schedules. This packet explains the most frequently required applications. Assistance in completing any applications and compiling the information necessary for seeking approvals is available from the staff.

Construction Inspections

The Building Inspector will inspect your construction project at various times to determine compliance with all codes, and will be available to answer questions by phone, at the Village Office, and on site.

GENERAL INFORMATION

PERMITS AND CERTIFICATES

Certificate of Occupancy

A **Certificate of Occupancy** is required for all commercial spaces. This certificate is proof that a commercial space has been inspected, and that the space meets all the requirements of the New York State Uniform Fire Prevention and Building Code and applicable Village Codes. A Certificate of Occupancy can only be issued after the occupant obtains a **building permit** or **tenant change permit** for the space.

Building Permits

A **building permit** is required when a new building or addition is constructed, or when certain changes are made to an existing space. Changes which require a building permit include, but are not limited to: remodeling; dividing or expanding a space; electrical work; installing or repairing plumbing; installing gas fired heating appliances; changing doors or windows; or changing the occupancy classification of a space.

Tenant Change Permits

A **tenant change permit** may be issued when there is no change in the occupancy classification of the space (i.e. retail to retail), and no construction of any kind is planned.

Sign Permits

All signs require a **building permit**. A sign must comply with the Village Sign Ordinance, and must be approved by the Architectural and Preservation Review Board (APRB) before a permit is issued.

Temporary Signs for New Businesses

A new business can obtain a **temporary sign permit**, valid for 90 days, for a nominal fee. This permit allows a new business to erect a sign while seeking approval from the Architectural and Preservation Review Board for a permanent sign.

Certificate of Compliance

Work performed under a building permit that has been issued for items other than the “space”, such as signs, gas fired heating appliances, plumbing, siding, or doors and windows, must receive a **Certificate of Compliance**. This certificate documents that the item has been inspected and complies with all codes and approvals.

BOARD APPROVALS

Village of Pittsford Board of Trustees

Restaurants, including take-out restaurants, require a **Special Permit** issued by the Board of Trustees. The approval process includes a public hearing. Contact the Building Inspector or the Village Clerk if you are considering locating a restaurant in the Village.

Zoning Board of Appeals

The **Zoning Board of Appeals (ZBA)** hears requests for area variances, use variances, and temporary zoning permits. All such requests are subject to a public hearing. If, after reviewing your permit application, the Building Inspector determines that your project or activity requires a variance, you will receive a **denial**, which then allows you to apply to the ZBA. Complete information on applying for a variance is included in this packet.

Planning Board

Any change to a commercial site requires approval from the **Planning Board**. Typical changes subject to Planning Board approval include new structures, additions, or changes in the footprint of a structure; changes to parking, driveways, or walkways; and the installation or removal of fences, retaining walls, landscaping, or exterior lighting. Applications to the Planning Board require the submission of a **site plan**. Contact the Building Inspector if you are considering any site improvements.

Architectural and Preservation Review Board

Any change to an exterior architectural feature of a building or site requires a **Certificate of Approval** from the **Architectural and Preservation Review Board (APRB)**. “Exterior architectural features” include additions, siding, doors, windows, trim, shutters, canopies, exterior lighting, and signs. Contact the Building Inspector or the APRB Secretary to determine if a project requires APRB approval. Additional information on the APRB and the approval process is included in this packet.

FEES

Permit fees and other fees are user fees, which help to offset the cost of issuing permits, granting approvals, performing inspections, and record retention as required by New York State law. A current **fee schedule** is included in this packet. Please call the Village Office if you have questions regarding fees.

HOW TO OBTAIN A BUILDING PERMIT

The following **documents** are required to be submitted for the issuance of a building permit:

- A completed building permit application
- Construction drawings containing the following information:
 - 1) For existing spaces where no remodeling is planned: a floor plan of the space, showing all areas intended for use; bathrooms; storage spaces; heating unit; ceiling height; wall and ceiling construction type, materials, and fire rating; door locations and direction of swing; utility locations; exit and emergency lighting locations; and sprinkler locations if applicable.
 - 2) For new spaces or when remodeling will take place: drawings showing the above information and the proposed changes.
- For additions to the site, an approved site plan must be submitted. In cases where the property is in close proximity to another structure, a survey map may be required, even if there is no expansion of the building.
- Contractor's insurance certificates for liability, disability, and worker's compensation insurance or worker's compensation waiver.
- The appropriate permit fee.

Note: It is impossible to detail all the many types of situations requiring permits. Your project may be unique, and may require the submission of more or less than the above information. The Building Inspector will meet with you to discuss your project and any modifications to the information required.

ARCHITECT OR ENGINEER PREPARED CONSTRUCTION DRAWINGS

Professionally prepared plans are required by New York State Education Law for all projects with a cost of construction in excess of \$20,000, or if the project is a change in occupancy classification (as described in the New York State Uniform Fire Prevention and Building Code). The services of a licensed professional can be beneficial even for small projects.

A GUIDE TO LOCAL CODES

Once your business is up and operating, there are a few regulations in the Village Code that you should note. These ordinances were enacted to help maintain the Village character. Adhering to the following rules will be appreciated by the village residents and by your fellow merchants.

Outdoor Display of Merchandise

Outside services, storage of merchandise, and display of merchandise is prohibited. All business must be conducted within a building.

Signs

-Temporary signs, in general, are not permitted. This includes A-frame signs, banners, flags, etc. A 30-day permit for a sign advertising an event such as a special sale may be issued. Contact the Building Inspector if you have an event planned.

-Pennants and other fluttering devices are not permitted.

-Neon and flashing lights are not permitted. Neon "open" signs are not permitted.

-Window signs are not permitted, except that a business may obtain a permit for one window sign and one glass door sign denoting the name of the business.