

Victor - Building Department  
**ACCESSORY BUILDINGS**  
(Residential)

Accessory buildings are customarily incidental, secondary or subordinate to that of the principle building.

Building permits are required for all permanent or temporary structures for storage or use including but not limited to:

- 1.) Sheds
- 2.) Detached Pump Houses
- 3.) Pool Pump Houses
- 4.) Cabanas
- 5.) Gazebos
- 6.) Pavilions
- 7.) Greenhouses
- 8.) Barns
- 9.) Detached Garages
- 10.) Pergolas



**PERMITS**

\_\_\_\_\_ To obtain a permit you must provide the following information with the completed permit application form, available at the Victor Building Department.

**A.) Tape Location Map or Instrument Survey Map**

\_\_\_\_\_ Copies of this map are often included with the papers you received at closing or at the office of the mortgage holder. Occasionally a copy may be found in the Victor Building Department files. Please call ahead to determine availability.

Tape location or survey map must show the following information:

- 1.) The dimensions of the building.
- 2.) The scaled location of the proposed building dimensioned to property lines and other structures, including pools.
- 3.) Easements of record.

## **B.) Cost of Construction (Value)**

\_\_\_\_\_ This must be reported to the department on the application for a building permit. 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.”

The Building and/or Planning Board Department can supply data for those cases where the actual value cannot be determined by the applicant.

## **C.) Construction Drawings**

\_\_\_\_\_ One set of construction drawings must be submitted for all accessory buildings, except for prefabricated storage and tool sheds. For accessory buildings proposed to be located in a flood zone, as identified on a Federal Emergency Management Agency Flood Plain Map, foundation plans are also required.

Construction drawings shall include:

- 1.) A floor plan
- 2.) Elevations
- 3.) Cross Sections
- 4.) Material types and sizes

These drawings must be of a consistent scale, legible and dimensioned. Additional information may be requested for review.

## **D.) Contractors Requirements**

\_\_\_\_\_ The contractor will provide current certification of Worker’s Compensation. For self-employed contractors, a waiver of Worker’s Compensation must be submitted. Forms are available in the Building Department. The address where the work will be done must be noted on the insurance certificate before submission.

## **E.) Permit Fees**

\_\_\_\_\_ Permit fees vary from year to year. They are user fees that offset the cost of permitting, inspection and records maintenance. The State of New York requires records for this type of permit and inspection performed.

## **INSPECTIONS**

### **A.) Electrical Installations**

The Town of Victor requires inspections of all electrical installations. You should address any questions regarding the electrical components of the installation, or inspection requests to any of the 3 approved third party inspection agencies (listed on back page of this informational brochure).

### **B.) Building Inspection**

Different inspections are required for different types of structures. The required inspections will be indicated on the back of the permit.

An inspection is required upon completion, for all accessory buildings (request inspections by calling 585-742-5035 ext. 1. You *MUST* call 24 hours or more prior to requested inspection time/date. If the inspection performed by the Building Department results in an approval, a Certificate of Compliance will be mailed to the permit applicant.



## **AREA and HEIGHT REGULATIONS**

Maximum area of an accessory structure shall not exceed 1000 square feet unless a site plan approval has been received from the Planning Board.

## **LOCATING AN ACCESSORY BUILDING**

### **A.) Setback to Property Lines**

Accessory buildings shall conform to the setbacks established in the Town of Victor Zoning Ordinance.

- 1.) Side setbacks shall be no less than the subdivision house setback.
- 2.) Rear setbacks shall be no less than fifteen (15) feet.

\*Accessory structures shall not be placed in any easements.

### **B.) Separation from Active Well or Private Waste Disposal Systems**

All buildings are required to be at least fifteen (15) feet away from active well or private waste disposal (septic) systems, unless written relief is obtained from the Ontario County Health Department.

## **SOME COMMON MISTAKES TO AVOID**

\*Placing structures within existing easements without first obtaining a license agreement, release of easement, or other written permission of the easement holder.

\*Violating deed restrictions. In many cases, the intended construction activity of the applicant is restricted by deed and/or the applicant's participation in a homeowner's association.

\*Filling or placing a structure within a designed swale that channels storm water runoff, without obtaining the written approval of the Town of Victor Building Department.

\*Garages require floors that are resistant to petroleum based products. Do not use asphalt or stone as floor material.

\*Avoid placing structures over abandoned septic or fuel tanks that have not been properly closed.

\*Building permits for accessory structures expire one year after issued. Projects not completed in that time period require a permit renewal.

**\*DO NOT** construct an accessory structure without a permit and proper inspections.

### **Electrical Inspectors**

New York State Board of Fire Underwriters  
(585) 436-4460

Middle Department Inspection Agency  
(585) 454-2274

Commonwealth Electric  
(585) 235-2520 **OR** (800) 437-5799