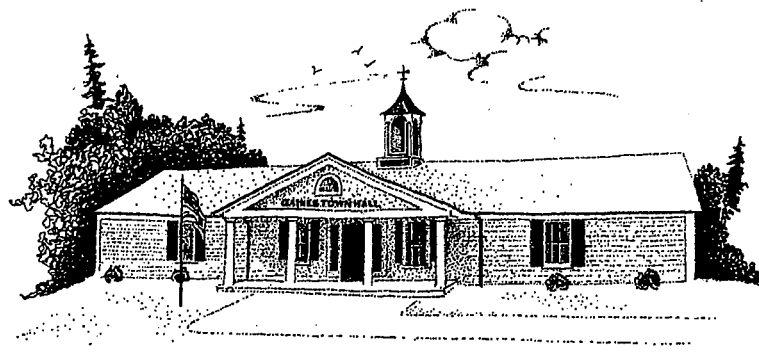


SUPERVISOR  
TOWN BOARD  
TOWN JUSTICE



TOWN CLERK  
ASSESSOR  
TAX COLLECTOR

## TOWN OF GAINES

### Town of Gaines Building Permit Instructions and Requirements

#### Requirements:

1. Plot Plan
2. Proof of Workman's Compensation
3. Proof of septic system approval
4. Certificate of ownership
5. Property address number
6. Two (2) full sets of building plans

#### Driveway:

- Contact Town of Gaines Highway Supervisor if property is on a Town, county or state road.
- NYSDOT also needs to be contacted if property is on a state road.
- One full week is required for plan review.

#### Inspection Schedule:

24 hour advanced notice is required for inspections.

1. Footer/Form inspection—before pouring cement
2. Inspection of cellar wall before back fill
3. Structure erected with windows, doors, roof, rough plumbing and rough electrical inspection.
4. Final for Certificate of Occupancy: When everything is completed, rough grade is done, all railings are on, steps and final electrical inspection.
5. Underwriters electrical inspection report must be sent to:

Town of Gaines  
14087 Ridge Road  
Albion, New York 14411

**Town of Gaines**  
14087 Ridge Road Albion, New York 14411

**Roger Kopas**  
Code Enforcement Officer and  
Building Inspector  
codeenforcer@townofgaines.org  
www.townofgaines.org

585-589-4592 ext.17  
Fax 585-589-4525  
Cell 585-332-9259