



Steps for a successful remodel at Westage at the Harbor:

Step 1- Please review the Westage Rules and Regulations!



Step 2- Complete and return your variance request form/remodel check list, along with all Contractor certificates of liability insurance to the Westage office.



Step 3- A walk-through inspection will be scheduled to review your project with Dave Griffo and two members of the Board.



Step 4- Take approved variance to Town of Irondequoit to apply for any necessary permits. Keep in mind any electrical requiring a permit will also require a third-party inspection by an Electrical Inspecting Agency.



Step 5- After the work has been completed you will need to schedule a final walk-through inspection by contacting Dave Griffo at the Westage office.

Westage at the Harbor Condominium

VARIANCE REQUEST

Return or Fax to:

Woodbridge Group
271 Marsh Rd, Suite 3
P.O. Box 237
Pittsford, NY 14534
FAX: 585-385-4693

Requested By:

Name: _____
Address: _____
Phone: _____
Date: _____

To: The Board of Managers:

I request permission to make the following changes to the interior of my condominium. I have attached a sketch of proposed changes, listed materials to be used, etc. (Please be specific and provide proposed start and finish dates if applicable. Extra sheets may be attached.) _____

Reason for request: _____

Length of Guarantee (if applicable): _____
Indicate future maintenance required by the Condominium: _____

Name of Contractor/s who will do the work: _____

Contractor's certificate of insurance is attached or on file with Condo ___ Yes ___ No

I will be responsible to restore to original condition all damage caused by the proposed change.

****Town of Irondequoit Permit is Required for Plumbing and Electrical**** attached ___ Yes ___ No

I have read and understand the Rules and Regulations regarding remodeling at WAH _____ (int)

Homeowner signature: _____ Date: _____

For Board of Directors Use

_____ Approved _____ *Approved with Conditions (see attached) _____ Disapproved

Date: _____ Signature: _____

Latest completion date after which any approval is automatically revoked and a new variance request is necessary: _____

Note: work must only be performed Mon-Fri 8:00am to 5:00pm. & Sat. 8:00am -2:00pm.

Comments on final inspection by Board of Directors and/or Property Manager:

This architectural change will _____ will not _____ become the responsibility of the unit owner as it concerns maintenance and/or replacement.

Rev. 6/2025

Westage at the Harbor Condominium

c/o Woodbridge Group Management ♦ 271 Marsh Rd., Suite 3, P.O. Box 237, Pittsford, NY 14534
Office (585)-385-3331 ♦ Fax (585)-385-4693

CHECKLIST FOR REMODELING UNITS (to be attached to the variance request)

 ELECTRICAL PLEASE LIST ALL THAT WILL BE DONE

REMEMBER ALL ELECTRICAL WORK MUST BE DONE BY A LICENSED AND INSURED ELECTRICIAN. ALL PROOF OF LICENSES AND INSURANCES MUST BE DELIVERED TO THE OFFICE, ALONG WITH VARIANCE AND TOWN PERMITS, FOR BOARD APPROVAL BEFORE WORK MAY PROCEED. GENERALLY AN INDEPENDENT ELECTRICAL INSPECTOR NEEDS TO SIGN OFF ON WORK BEFORE THE PERMIT CAN BE CLOSED OUT. ANY ADDITIONAL WORK NOT LISTED MUST BE REPORTED. INSPECTION OF ELECTRICAL WORK MUST BE DONE AFTER WORK IS COMPLETED AND BEFORE WALLS ARE CLOSED, AND THEN A FINAL INSPECTION. **A FINE WILL BE ISSUED TO HOMEOWNER IF THESE PROCEDURES ARE NOT FOLLOWED**

 PLUMBING WORK LIST ALL THAT WILL BE DONE

REMEMBER ALL PLUMBING WORK MUST BE DONE BY A LICENSED AND INSURED PLUMBER. ALL PROOF OF LICENSES AND INSURANCES MUST BE DELIVERED TO THE OFFICE, ALONG WITH VARIANCE AND TOWN PERMITS, FOR BOARD APPROVAL BEFORE WORK MAY PROCEED. **ANY ADDITIONAL WORK NOT LISTED MUST BE REPORTED OR A FINE WILL BE ISSUED TO HOMEOWNER. THE TOWN GENERALLY REQUIRES A SITE INSPECTION FOR THE PERMIT CLOSE OUT.**

 CARPENTRY WORK PLEASE LIST ALL THAT WILL BE DONE

REMEMBER ALL CARPENTRY WORK MUST BE DONE BY A LICENSED AND INSURED CARPENTER. ALL PROOF OF LICENSES AND INSURANCES MUST BE DELIVERED TO THE OFFICE, ALONG WITH VARIANCE AND TOWN PERMITS, FOR BOARD APPROVAL BEFORE WORK MAY PROCEED. **ANY ADDITIONAL WORK NOT LISTED MUST BE REPORTED OR A FINE AND STOP WORK ORDER WILL BE ISSUED TO HOMEOWNER.**

__ FLOORING WORK PLEASE LIST ALL THAT WILL BE DONE

REMEMBER ALL FLOORING WORK MUST BE DONE BY A LICENSED AND INSURED CONTRACTOR. ALL PROOF OF INSURANCE AND VARIANCE MUST BE DELIVERED TO THE OFFICE, FOR BOARD APPROVAL BEFORE WORK MAY PROCEED. ANY WOOD FLOORING MUST BE APPROVED BY THE BOARD TO INSURE PROPER NOISE LEVEL REDUCTION MATERIALS FOR THE UNIT BELOW YOU.

PAINTING IS THE ONLY WORK PERMITTED WITHOUT APPROVAL (ANY PAINTING DONE BY OUTSIDE SOURCE MUST HAVE INSURANCE)

SIGNATURE OF HOMEOWNER

DATE

SIGNATURE OF ELECTRICIAN

DATE

LICENSE #

SIGNATURE OF PLUMBER

DATE

LICENSE #

SIGNATURE OF CARPENTER

DATE

LICENSE #

SIGNATURE OF ALL OTHER CONTRACTORS

DATE

LICENSE #

DATE APPROVED _____.

ALL CERTIFICATES OF INSURANCES MUST BE ATTACHED TO THE VARIANCE NAMING "WESTAGE at the HARBOR" AN ADDITIONAL INSURED ON THE FORM.

Requirements for Homeowner Contractors/Building Permits Insurance

Westage at the Harbor follows the New York State Uniform Fire Prevention and Building Code, minimum standards for both fire prevention and building construction, and the NFPA #70 National Electrical Code. In addition, Westage at the Harbor Condominium has set forth additional provisions that supersede the Town of Irondequoit Building Code to protect the homeowner's safety and investment.

Insurance- Westage at the Harbor Condominium requires that any contractor working on the property must have Liability and statutory Workers' Compensation insurance certificates on file prior to beginning any work. The Liability Insurance certificates must indicate limits of \$1,000,000 per occurrence and \$2,000,000 aggregate and name Westage at the Harbor Condominium and Woodbridge Group as additional insureds. If you do not have these certificates on file, DO NOT begin work as your customer can and will be fined per the Rules and Regulations of Westage at the Harbor Condominium.

Building Permits- The homeowner is also required to obtain Town of Irondequoit building or plumbing permits for all projects. Examples of items requiring permits are demolition, any interior remodeling, and ALL NEW Construction. New Construction includes but is not limited to; Enlargement, alteration, replacement, or relocation of any associated building system such as in Electrical, Plumbing and Structural, etc. All Plumbing work, to include fixture replacement, must be performed by a plumber who has been issued a license by the Town of Irondequoit. Plumbing permit fees can be added to the building permit fee. This list is partial and should not be considered all-inclusive.

The Town will not issue a Building Permit for any work at Westage without prior knowledge of the Condominium for the work to commence. Homeowner must show proof of insurance and the Approved Licensed Contractor Electrical/Plumbing must show insurance listing Westage at the Harbor and Woodbridge Group as additional insured.

Any work begun on the property that does not have a Building Permit on file will trigger a call to the Town of Irondequoit Building Department to request inspection/determination if a permit is required.

Contractor Licensing and Inspections- Westage at the Harbor requires any Plumbing and Electrical modifications, changes, additions or repairs to be performed by a Licensed Plumber or Licensed Electrician approved by the Board of Managers. Approved, Licensed Contractors will have on file with Westage Board, an approved insurance certificate naming Westage at the Harbor and Woodbridge Group as additional insured.

Westage will provide a list of Licensed Plumbers or Licensed Electricians as approved by the Condominium. Any non-approved Licensed Electrician or Plumbers will need to provide approved insurance naming Westage at the Harbor and Woodbridge Group as additional insured and licensing before they are approved to work on Westage property.

Westage at the Harbor Condominium requires that any plumbing work must be performed by a Town of Irondequoit licensed plumber. In addition, the "Westage" condominium requires a licensed electrician, licensed in the City of Rochester for all electrical work to be performed. Any electrical work must be inspected and an inspection certificate issued by any of the following must be provided as the Town does not inspect electrical work.

1. The New York Electrical Inspection Agency (436-4460)
2. Middle Department Inspection Agency (454-5191)
3. Commonwealth Electrical Inspection Services (624-2380)

Please direct any questions to the Woodbridge Group at 385-3331 or the Westage office at 338-7320

TOWN OF IRONDEQUOIT

Building and Community Development



Building Permit Overview – Information and Instructions

Is a Building Permit Required?

A building permit is required for a wide range of construction and property improvement activities, including, but not limited to, the following activities:

- Additions
- Handicap ramps
- Garages and carports
- Change of Occupant (all non-residential properties.)
- Demolitions (structures and in-ground swimming pools)
- Fences / Retaining Walls / Dog runs
- Tree Removal (if property is in EPOD)
- Electrical Alterations (e.g. additional outlets/switches, generators, service upgrades, EV chargers, etc.)
- Decks / Docks
- New Construction
- Structural Alterations
- Satellite Dishes / Antennas (over a specified height)
- Interior Remodeling (including basement remodeling)
- Roofing requiring heat generated equipment (Fire Marshal)
- Swimming Pools / Hot Tubs / Jacuzzis
- Plumbing (Residential and Non-Residential)
- Sheds / Gazebos/ Pergola
- Porches/ Stoops/ Steps
- Fill (Dept. of Public Works)
- Signs (commercial and residential)
- Solar installations (commercial and residential)
- Driveway (Dept. of Public Works)
- Fuel Storage Tanks (Fire Marshal)
- Decorative Appliances/Fireplaces - Solid, Gas fueled (Fire Marshal)

Other activities not listed above may also require a building permit. Please contact the Building Department at (585) 336-6020 before you begin your project to verify permit needs.

What Do I Need to Apply?

- Building Permit Application Form
- Plumbing Permit Application Form (if applicable to your project)
- Instrument Survey Map or Approved Site Plan
- Contractors' Insurance (if applicable) – See insurance requirements below
- Construction Plans¹ – One (1) copy of plans/drawings(stamped/sealed) and one (1) digital copy
- Application Fee – Check payable to Town of Irondequoit, cash, or credit card (please note credit card processing fee will be added)

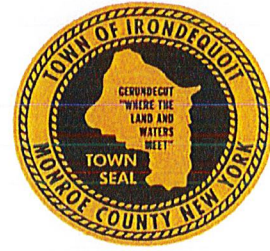
1280 Titus Avenue - Rochester, NY 14617

Phone: (585) 336-6026

Email: building@irondequoit.gov

TOWN OF IRONDEQUOIT

Building and Community Development



¹ Architects or Professional Engineer's wet seal / stamp required on construction plans.

Exceptions: Residential alterations less than \$20,000 and/or projects not impacting structural design or public safety of the building or accessory structure. Farm buildings and other buildings used solely and directly for agricultural purposes are also exempt from the stamped drawing requirement.

Environmental Protection Overlay District (EPOD)

If your property is located in an Environmental Protection Overlay District (EPOD), you may also need to obtain an EPOD Permit before a building permit can be issued. For more information on EPOD Permits, contact the Planning and Zoning office (336-6017) or visit the Town's website.

Insurance Requirements

As required by the NYS Bureau of Compliance, contractors must provide proof of Liability, Disability, Workman's Compensation. The Town of Irondequoit must be indicated as "Certificate Holder" and the Legal Name and Address of Insured's information must be exactly the same on all forms.

Acceptable Forms: Liability; Disability (DB120.1); Workman's Compensation. (C105.2 or U-26.3 State Insurance Fund)

If Worker's Compensation and/or Disability are not required, an Exemption Form must be submitted (Workers' Compensation Board's website: <http://www.businessexpress.ny.gov>).

Plumbing Work Requiring a Permit

All plumbing work, to include fixture replacement, must be performed by a plumber who has been issued a license by the Town of Irondequoit. Plumbing permit fees can be added to the building permit fee.

Required Inspections (Inspection Request Line: 585- 336-6072)

1280 Titus Avenue - Rochester, NY 14617

Phone: (585) 336-6026

Email: building@irondequoit.gov

TOWN OF IRONDEQUOIT

Building and Community Development



The Permit specifies all required inspections. Inspection requests can be made by calling the inspection request line. Requests should be made at least one day in advance. Next day inspection requests must be received on the request line no later than 3 p.m. to be added to the next day's inspection schedule.

Electrical Inspections (if applicable to your project)

Electrical inspections are conducted by one of the following town-approved electrical inspection agencies. These agencies will charge their own fee for the required inspection(s). The fee is not collected by the Town.

- Middle Department Inspection Agency (454-5191)
- Commonwealth Electrical Inspection Services, Inc. (624-2380)
- New York Electrical Inspection Agency (436-4460)

Irondequoit's Building Inspector will pick up the final electrical sticker at the time of final inspection. If the final electrical sticker is not onsite at the time of final inspection, it can be dropped off at or mailed to the Building Department

Permit Application Fee:

Application and permit fees vary based on project scope. Fee(s) are payable by cash or check. Credit card payments can be processed, with processing fee added (varies based on amount charged).

Letter of Credit

Depending on the scope of the project, the Town may require an applicant to provide a letter of credit.

Lead-Safe Certification Requirements

The Renovation Repair & Painting Rule (RRP) is a federal regulation that requires lead-safety training and certification for anyone who is paid to perform work that disturbs paint in housing and child-occupied facilities built before 1978. Please refer to the Town's Lead-Safe Certification Requirements sheet available in the Building Department and on the Town's website for more information.

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TOWN OF IRONDEQUOIT

Building and Community Development



Other Approvals May Be Required Prior to Issuance of Building Permit

- Town of Irondequoit Department of Public Works approval (199 Permit) for work in Town Right-of-Way.
- Monroe County Department of Transportation (MCDOT) approval (136 and / or 239K Permit) for structures fronting on or having access from county roads.
- New York State Department of Transportation (NYSDOT) approval for structures fronting on or having access from New York State roads.
- Monroe County Health Department approval for septic systems and food establishments.
- Waterfront Properties: Army Corps of Engineers and NYS Department of Environmental Conservation (NYSDEC) approval where applicable.

Certificate of Occupancy / Certificate of Compliance

No land can be occupied or used, and no building which is erected, altered or extended can be used or changed in use until a Certificate of Occupancy / Certificate of Compliance has been issued by the Town of Irondequoit.

Once all required final inspections (e.g. building, plumbing and electrical) have been passed and final site approval has been verified, the corresponding certificate will be issued. The issuance of certificates requires a minimum of 24 hours after final inspection.

Penalties and Fines

As set forth in the Town Code of Irondequoit, work performed without the required building and/or plumbing permit(s) is a violation of town code and may be subject to penalties and fees.

Permit Hold

The Town of Irondequoit reserves the right to place a five (5) business day hold on any permit with a fee over \$50 to allow for the deposit of personal or business checks.

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