



# TOWN OF BERGEN

## ZONING & CODE ENFORCEMENT INFORMATION SHEET

OWNER/APPLICANT: This cover sheet is intended to provide an overview of the various permits that may be necessary for your project and/or use in the Town of Bergen.

A Zoning Permit is necessary for almost any structure, large or small, permanent or stationary, non-farming or farming. Zoning deals with placement and use on a specific parcel.

A Building Permit deals with the construction of the project for the specific use that was applied for and approved by the Town of Bergen. Building Permits may not be necessary for some structures/uses.

1. An **Application for a Zoning/Building permit** should be filled out and any supporting information shall be submitted to the Zoning Enforcement Officer (ZEO) prior to **ANY** work being started.
2. The ZEO will review the application and either issue the permits regulated for the project/use or will advise you of what other information may be necessary. If your project and/or use requires a Special Use Permit or a Use or Area Variance the ZEO will supply you with the proper forms for those applications.
3. After all requirements are met a **ZONING PERMIT** can then be issued for your project and/or use.
4. A **BUILDING PERMIT**, if required for your project/use, will be reviewed and then issued. Separate fees are applied to your specific project. **All fees MUST BE PAID PRIOR** to the project being started.
5. If the project is started without the proper permits a **LATE FEE** will be added to the fees paid.
6. Electrical inspections are performed **ONLY** by the Town of Bergen approved Electrical Inspector. You should anticipate a maximum number of electrical inspections (2-3) depending on your project/use as identified in the Town of Bergen's Schedule of Fees. If more electric inspections are required, over and above the maximum, additional fees must be paid prior to the Town of Bergen issuing a Certificate of Occupancy/Compliance.
7. Construction **MUST NOT** be started until all building permits are issued and contact has been made with the Town's Code Enforcement Officer (CEO) to review the project/use and inspection intervals have been set up.
8. As a guide the following is a **PARTIAL** list of inspections that may be required for your project. (If something will be covered, we want to see it prior to covering, to ensure compliance.)
  - A. Footer/Foundation Inspection
  - B. Rough Frame Inspection
  - C. Electrical and Plumbing Inspections
  - D. After insulation – **BEFORE** drywall inspection
  - E. Final Inspection – A copy of a letter of compliance by the Genesee County Health Department for septic system shall be given to the Town at this time. A Certificate of Occupancy/Compliance will be issued when the project is completed.
9. **ALL** calls for necessary inspections or re-inspections are the responsibility of the owner/applicant for the project. Call should be made at least 24 hours in advance. Failure to call for the required inspections, as prescribed by the CEO, may result in a **STOP WORK ORDER** and/or other legal remedies and/or additional expense to **PROVE** compliance with Uniform Code.
10. Please call if you have **ANY** questions pertaining to the process of getting the permits and inspections.

**Gerald Wood, ZEO/CEO 585-490-4152**

# TOWN OF BERGEN

\* ESTABLISHED APRIL 2, 1813 \*

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ROBERT SWAPCEINSKI  
VINCENT PULCINI

**ZONING & CODE ENFORCEMENT OFFICER**  
GERALD WOOD

**ASSESSOR**  
RHONDA SAULSBURY



I (PRINT NAME) \_\_\_\_\_

LOCATED AT (ADDRESS) \_\_\_\_\_

(PHONE) \_\_\_\_\_

UNDERSTAND THAT BY SIGNING THIS BELOW IT IS MY RESPONSIBILITY TO CONTACT THE GENESEE COUNTY PLANNING DEPARTMENT TO SEE IF I QUALIFY FOR PUBLIC WATER. IT IS NOT THE TOWN OF BERGEN'S OR THEIR DEPARTMENTS.

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(DATE)

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