

**GENERAL GUIDELINES FOR  
WORK REQUIRING A BUILDING PERMIT**

**NOTE: Starting any work prior to obtaining the necessary permits will result in a doubling of the applicable permit fee. All applications are available at the Municipal Building or online at [www.wellsvillenyc.com](http://www.wellsvillenyc.com)**

**GENERAL**

- New construction, additions and alterations
- Structural repairs
- Shed larger than 144 square feet
- Demolitions
- Change of business use (unless exact business description remains unchanged)
- Fire damage repairs
- Decks
- Home occupations
- Pools that hold 24" of water or more

**ELECTRICAL - no fee for the permit itself but a fee is charged by the required third party inspector**

- Replacement, repair or alterations to electrical service including: Service panel, service meter, riser cable, or disconnection
- New interior or exterior wiring
- Extension of existing circuit or addition of fixtures and outlets

**PLUMBING**

- Replacement, repair or alteration to: water service, sewer drain, waste, vent or interior water lines
- Backflow device installations (requires a set of stamped prints from a design professional)

**MECHANICAL – may require third party inspector**

- New installations and replacement of heating, ventilation or air conditioning (HVAC)  
*NOTE: All appliances must meet or exceed NYS Energy Code Standards.*

**SOLID FUEL BURNING APPLIANCES**

- Wood, pellet, or coal stoves
- Fireplaces or fireplace inserts

**ROOFING**

- Complete tear offs on structures containing conditioned space
- Replacement or repair of structural framing
- Change in roofing type (i.e. asphalt to metal)
- Installation of additional roof layer (maximum of 2 layers allowed)

**PORCHES, STAIRS, GUARDS & HANDRAILS**

- Any alterations or replacement of a structural component, including but not limited to: framing, columns or foundations
- New or replacement steps, guards and handrails

**WINDOWS & DOORS**

- Increasing or decreasing overall size or dimension
- Addition/removal of a window or door
- Any reconfiguration of egress  
*NOTE: All doors and windows must meet or exceed NYS Energy Code Standards*

**FENCING – governed by zoning ordinance and requires a ZONING permit**

- New fencing or repair to an existing fence if more than 50% is being replaced