



# DEPARTMENT OF CODE ENFORCEMENT

Washington County Municipal Center  
383 Broadway  
Fort Edward, New York 12828

Phone: (518) 746-2150

Fax: (518) 746-2157

<b>FOR OFFICE USE ONLY</b>	APPLICATION NO. _____	<input type="checkbox"/> APPROVED	PERMIT NO. _____
	DATE RECEIVED _____	<input type="checkbox"/> DISAPPROVED	REASONS: _____
	DATE EXAMINED _____		_____
	AMOUNT OF FEE RECEIVED _____	EXAMINED BY: _____	

**JOB LOCATION:**

STREET/ADDRESS \_\_\_\_\_ TOWN/VILLAGE \_\_\_\_\_

TAX MAP SECTION \_\_\_\_\_ BLOCK \_\_\_\_\_ LOT \_\_\_\_\_

**APPLICANT:** NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

**APPLICANT IS:**

- OWNER
- LESSEE
- AGENT
- ARCHITECT/ENGINEER
- BUILDER/CONTRACTOR

**NAME & ADDRESS OF OWNER IF DIFFERENT THAN APPLICANT:**

\_\_\_\_\_

\_\_\_\_\_

IF OWNER/APPLICANT IS A CORPORATION GIVE NAME AND TITLE OF TWO OFFICERS

(1) \_\_\_\_\_

(2) \_\_\_\_\_

**OCCUPANCY:** (CHECK APPROPRIATE BOX)

<input type="checkbox"/> ONE-FAMILY DWELLING	R3	<input type="checkbox"/> BUSINESS	_____	GROUP B
<input type="checkbox"/> TWO-FAMILY DWELLING	R3	<input type="checkbox"/> MERCANTILE	_____	GROUP M
<input type="checkbox"/> MULTIPLE DWELLING:		<input type="checkbox"/> INDUSTRIAL	_____	GROUP F
<input type="checkbox"/> PERMANENT OCCUPANCY	R2	<input type="checkbox"/> STORAGE	_____	GROUP S
<input type="checkbox"/> TRANSIENT OCCUPANCY	R1	<input type="checkbox"/> ASSEMBLY	_____	GROUP A
<input type="checkbox"/> ADULT RESIDENTIAL CARE	R4	<input type="checkbox"/> INSTITUTIONAL	_____	GROUP I
(NOT MORE THAN 16 OCCUPANTS)		<input type="checkbox"/> MISC.	_____	GROUP U

**NATURE OF PROPOSED WORK: (CHECK ANY THAT APPLY) ESTIMATED COST (EXCLUSIVE OF LAND)**

<input type="checkbox"/> CONSTRUCTION OF A NEW STRUCTURE	_____	
<input type="checkbox"/> ADDITION TO EXISTING STRUCTURE	_____	
<input type="checkbox"/> ALTERATION TO EXISTING STRUCTURE	_____	
<input type="checkbox"/> OTHER (DESCRIBE) _____	_____	
<input type="checkbox"/> CHANGE OF OCCUPANCY	_____	
	_____	TOTAL

ENGINEER, ARCHITECT, AND/OR (SUB) CONTRACTORS:	NAME	PHASE OF WORK	PHONE NO.
	_____	_____	_____
IF OWNER BUILT	_____	_____	_____
<input type="checkbox"/> CHECK HERE	_____	_____	_____

PLOT DIAGRAM: LOCATE ALL BUILDINGS, APPLICABLE SEPTIC SYSTEMS, AND WATER SUPPLIES (EXISTING AND PROPOSED). SHOW STREET(S)/ROAD(S) AND THEIR NAMES(S) AND SHOW SET BACK DISTANCES FROM STREET(S)/ROAD(S) AND ADJACENT PROPERTY LINES.

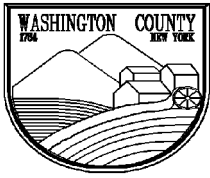
APPLICATION is hereby made to the Washington County Department of Code Enforcement for the issuance of a building permit pursuant to the provisions of Washington County Local Law No. 1 of 1984, and the Building Codes of New York State. The applicant agrees to comply with all applicable provisions of said law and code as well as all applicable local, county or state laws and/or ordinances: and swears that all statements contained in this application are true to the best of his/her knowledge and belief.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

### **IMPORTANT - PLEASE TAKE NOTICE**

- ▶ **ALL APPLICATIONS MUST BE ACCOMPANIED BY TWO (2) SETS OF PLANS OF THE PROPOSED PROJECT AND SPECIFICATIONS OF THE MATERIALS TO BE USED.**
  
- ▶ **PLANS SUBMITTED MUST BE SIGNED AND SEALED BY AN ARCHITECT OR ENGINEER LICENSED BY THE STATE OF NEW YORK. EXCEPTIONS TO THIS REQUIREMENT ARE:**
  - New residential construction - 1,500 gross sq. ft. or less.
  - Alterations costing \$20,000 or less, which do not involve structural changes or affect public safety.



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**BUILDING PERMIT APPLICATION**

PLEASE READ THE FOLLOWING INSTRUCTIONS AND ATTACHED INFORMATION CAREFULLY. IN ORDER TO AVOID ANY DELAYS IN THE PROCESSING OF THE APPLICATION AND ISSUANCE OF THE BUILDING PERMIT, COMPLETE ALL APPLICABLE INFORMATION AND SUBMIT ALL REQUESTED MATERIALS.

**THIS APPLICATION WILL NOT BE ACCEPTED UNLESS IT IS COMPLETE AND ALL REQUIRED ITEMS BELOW AND CORRECT APPLICATION FEE ARE SUBMITTED.**

INSTRUCTIONS FOR FILLING OUT BUILDING PERMIT APPLICATION.

1. Use typewriter or print in ink.
2. Answer ALL applicable questions.
3. Be sure to SIGN and DATE the application.
4. Enclose local regulation compliance certificate (LRCC #1). Consult local zoning and/or planning boards.
5. Enclose proper fee (SEE reverse for schedule of fees). **This is a non-refundable application fee.**

Make check payable to the **WASHINGTON COUNTY TREASURER.**

6. ENCLOSE two (2) sets of plans and specifications\*, and return the completed application and plans to:

**Washington County Department of Code Enforcement**  
**383 Broadway, Fort Edward, NY 12828**

7. Electrical inspections are to be performed by others (NYS Board of Fire Underwriters, New York Atlantic Inland, Etc.)
8. Complete and return Local Regulation Compliance Certificate (LRCC #2) after completion of project.

\* Plans submitted must be signed & sealed by an architect or engineer licensed or approved by the State of NY unless project is for;

- New residential construction, 1,500 sq. ft. Or less;
- Alterations costing \$20,000 or less, which do not involve structural changes or affect public safety.

Part 1203 of TITLE 19NYCRR sets minimum standards for administration and enforcement of the Building Codes of New York State. Section 1203 requires issuance of a building permit for any work which must conform to the Building Codes of New York State. Exceptions for the requirements for building permits may be allowed for:

- (1) Necessary repairs which do not materially affect structural features;
- (2) Alterations to existing buildings, provided that the alterations;
  - (I) Cost less than \$10,000;
  - (II) Do not materially affect structural features;
  - (III) Do not affect fire safety features such as smoke detectors, sprinklers, required fire separations, and exits;
  - (IV) Do not involve the installation or extension of electrical systems; and
  - (V) Do not include installation of solid fuel burning heating appliances and associated chimneys and flues; and
- (3) Small non-commercial structures not intended for use by one or more persons as quarters for living, sleeping, eating, or cooking, for example a small storage building less than 120 sq. ft.

Section 1203 requires Certificates of Occupancy or Certificates of Compliance for all work for which a building permit is issued and for all buildings which are converted from one general occupancy classification to another.

- # **AFTER THE APPLICATION IS FILED, ALLOW A MINIMUM OF TWO WEEKS FOR PROCESSING AND REVIEW.**
- # **NO REQUIRED INSPECTIONS WILL BE PERFORMED UNTIL BUILDING PERMIT HAS BEEN ISSUED.**
- # **THE LOCAL REGULATION COMPLIANCE CERTIFICATE (LRCC #1) MUST BE SIGNED BY THE LOCAL TOWN OR VILLAGE OFFICIAL BEFORE THE PERMIT CAN BE PROCESSED.**
- # **THE LOCAL REGULATION COMPLIANCE CERTIFICATE (LRCC #2) MUST BE SIGNED BY THE LOCAL TOWN OR VILLAGE OFFICIAL BEFORE THE CERTIFICATE OF OCCUPANCY OR CERTIFICATE OF COMPLIANCE CAN BE ISSUED.**
- # **COMPLETED WORKMAN'S COMPENSATION CERTIFICATE, IF APPLICABLE, MUST BE SUBMITTED BEFORE PERMIT CAN BE ISSUED.**
- # **IF PROPOSED WORK INVOLVES NEW SEPTIC SYSTEM, APPLICATION FOR SYSTEM MUST BE SUBMITTED ALSO.**



# Washington County Code Enforcement



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## LOCAL REGULATION COMPLIANCE CERTIFICATE TO BE SUBMITTED PRIOR TO ISSUING PERMIT

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TOWN/VILLAGE OF \_\_\_\_\_

**LRCC # 1**

THIS IS TO CERTIFY that the proposed construction described in Washington County Building Permit complies with all town and/or village zoning laws or requirements.

\_\_\_\_\_  
SIGNATURE OF LOCAL ZONING OFFICIAL,  
OR CHIEF ELECTED OFFICIAL

\_\_\_\_\_  
DATE

Proposed construction complies with all local Town or Village requirements.

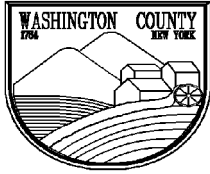
No local Town or Village requirements apply to proposed construction.

Other remarks by Local Official: \_\_\_\_\_

- 
- ▶ If an Adirondack Park Agency Permit is required, has one been issued? \_\_\_\_\_
  - ▶ If a Permit from the Lake George Park Commission is required, has one been issued? \_\_\_\_\_
  - ▶ If a Permit is required by the NYS Dept. Of Environmental Conservation, has one been issued? \_\_\_\_\_
  - ▶ If a Permit is required by the NYS Dept. Of Health, has one been issued? \_\_\_\_\_
  - ▶ If a Permit is required for a new driveway or road access, from the NYS D.O.T., Washington Co. DPW, or your local Town or Village, has one been issued? \_\_\_\_\_
  - ▶ (The Town of Greenwich DOES require an additional Building Permit Application AND a Driveway Permit Application. Contact the Greenwich Town Clerk and submit, with this Certificate, to the Town of Greenwich
  - ▶ Town of Hampton requires "construction use verification form". Application fee is \$10.00. Obtain form from Town of Hampton Clerk.
  - ▶ If a Flood Hazard Area Permit is required by your local municipality, has one been issued? \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



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## Proof of: Worker's Compensation Insurance Disability Benefits Coverage

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New York General Municipal Law

Chapter 439

S. 6421

(effective January 18, 1999)

CHECK ONE:

Applicant/Agent, Builder

Proof duly subscribed that worker's compensation insurance and disability benefits coverage issued by an insurance carrier in a form satisfactory to the chair of the Workers' Compensation Board as provided for in section fifty-seven of the Workers' Compensation Law is effective.

(Attach copy of Insurance Certificate)

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Applicant/Owner Built/Gen. Contractor (with no employees)

I affirm that I have not engaged an employer or employees, as those terms are defined in Section Two of the Workers' Compensation Law; to perform work relating to this building permit.

***THIS SECTION MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC.***

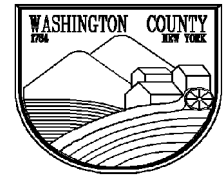
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

# Washington County Code Enforcement



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## LOCAL REGULATION COMPLIANCE CERTIFICATE TO BE SUBMITTED AFTER PROJECT COMPLETION

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**LRCC # 2**

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TOWN/VILLAGE OF

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THIS IS TO CERTIFY that the completed construction project described in Washington County Building Permit # \_\_\_\_\_ Issued on (date) \_\_\_\_\_ complies with all town and/or village zoning laws or requirements.

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SIGNATURE OF LOCAL ZONING OFFICIAL,  
OR CHIEF ELECTED OFFICIAL

---

DATE

Completed construction project complies with all local Town or Village requirements.

No local Town or Village requirements apply to completed construction project.

Other remarks by Local Official: \_\_\_\_\_

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- ▶ Complete and return to Washington County Code Enforcement, 383 Broadway, Fort Edward, NY 12828.
- ▶ Please be advise that **NO** Certificate of Occupancy nor Certificate of Compliance will be issued until this completed form is submitted.

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**Signature of Applicant**

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**Date**