



DEPARTMENT OF CODE ENFORCEMENT

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

Phone: (518) 746-2150

Fax: (518) 746-2157

FOR OFFICE USE ONLY

APPLICATION NO. _____
DATE RECEIVED _____
DATE EXAMINED _____
AMOUNT OF FEE RECEIVED _____

APPROVED
 DISAPPROVED

PERMIT NO. _____
REASONS: _____

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)

- ONE-FAMILY DWELLING R3
- TWO-FAMILY DWELLING R3
- MULTIPLE DWELLING:
- PERMANENT OCCUPANCY R2
- TRANSIENT OCCUPANCY R1
- ADULT RESIDENTIAL CARE R4
(NOT MORE THAN 16 OCCUPANTS)

- | | DESCRIBE | |
|--|----------|---------|
| <input type="checkbox"/> BUSINESS | _____ | GROUP B |
| <input type="checkbox"/> MERCANTILE | _____ | GROUP M |
| <input type="checkbox"/> INDUSTRIAL | _____ | GROUP F |
| <input type="checkbox"/> STORAGE | _____ | GROUP S |
| <input type="checkbox"/> ASSEMBLY | _____ | GROUP A |
| <input type="checkbox"/> INSTITUTIONAL | _____ | GROUP I |
| <input type="checkbox"/> MISC. | _____ | GROUP U |

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

- CONSTRUCTION OF A NEW STRUCTURE _____
- ADDITION TO EXISTING STRUCTURE _____
- ALTERATION TO EXISTING STRUCTURE _____
- OTHER (DESCRIBE) CHANGE OF OCCUPANCY _____

TOTAL

ENGINEER, ARCHITECT, AND/OR (SUB) CONTRACTORS: NAME _____ PHASE OF WORK _____ PHONE NO. _____

IF OWNER BUILT _____
 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. 3 of 2007, 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

YOUR APPLICATION CANNOT BE ACCEPTED UNTIL IT IS COMPLETE. **PLEASE ALLOW TWO TO FOUR WEEKS FOR PROCESSING AND REVIEW.**

BEFORE SUBMITTING YOUR APPLICATION, PLEASE MAKE SURE YOU COMPLY WITH THE FOLLOWING:

- Calculate your fee & enclose payment. Make check payable to the Washington County Treasurer. This is a non-refundable application fee.
- Complete both the front & back pages of the application in INK. Make sure that you have signed it.
- Attach **TWO** copies of your plans.
- Your plans **NEED** to be stamped by a NYS licensed architect or engineer if:
 - Your project does not meet the exceptions noted on the back of the application OR
 - It exceeds the design limits of the NYS Residential Code.
- Proof of Worker's Compensation must be supplied before a permit can be issued. Submit either proof of Worker's Compensation, provide affidavits, or complete the attached waiver.
- All projects must comply with all town or village local laws.
 - Local Regulation Compliance sheet (LRCC #1) needs to be signed by your local official **before any permit can be issued**. This may require additional time depending on your locality. Inquire at your town or village office and have the LRCC #1 completed **BEFORE** submitting your application. Please be sure that the LRCC #1 is signed by both the applicant & the local official.
- A similar form (LRCC #2) needs to be signed at the completion of your project, **BEFORE** a Certificate of Occupancy/Compliance can be issued. **NOTE:** An LRCC #2 is **not** required for chimney/woodstove/heating equipment permits & interior repairs/alterations permits.
- Many projects require a new or updated septic system - please submit if required. Your building permit will be held until a septic permit is issued if applicable.

Buildings for residential **storage** purposes 144 square feet or less, do not require building permits. **MOST** other projects **DO**. Change-of-use projects require a permit. **IF YOU ARE IN DOUBT - CALL THIS OFFICE.**

**WASHINGTON COUNTY CODE ENFORCEMENT FEE SCHEDULE
(EFFECTIVE 04/01/08)**

Fees for Towns, Villages, EMS and Fire Depts. have been formally waived per Public Safety Committee 6/26/12.

One & Two Family Dwellings - Residential - New Construction

\$.20 / Sq. Ft.
\$150.00 minimum

Non Residential- New Construction

\$.30 / Sq. Ft.
\$200.00 minimum

Multiple Dwelling - New Construction

\$.25 / Sq. Ft.
\$300.00 minimum

Garage (Attached, Under or Separate) Storage and/or accessory structures

Up to 250 Sq. Ft. \$ 50.
More than 250 Sq. Ft.
\$.20 / Sq. Ft.
\$100.00 minimum

Additions to One & Two Family Structures

\$.20 / Sq. Ft.
\$100.00 minimum

Repairs/Alterations/Conversions

RESIDENTIAL

\$.15 / Sq. Ft.
\$ 50.00 minimum

COMMERCIAL

\$.25 / Sq. Ft.
\$100.00 minimum

Conversions

\$.10/ Sq. Ft.

Demolition All Projects \$ 50.

Manufactured Housing, Mobile Homes:

Single/Double & Triple Wides 75.
NYS Approved Modular Homes 150.

Swimming Pools, Above ground or In ground 50.

Chimney/Woodstove/Heating Equip. Permit 50.

Renewal of Building permit 25. yr.

Amendment to Building permit 25.

Building Fire Prevention / Prop. Maintenance:

Public Building If required 50.
All Non-Residential 50.
School Inspections - Per Building 75.

Re-inspection of required construction stage \$50.

When the second inspection of a previously inspected item is not approved, or;
When a scheduled appointment for an inspection is not cancelled and the project is not ready for said inspection upon arrival of Code Enforcement Officer (To be paid prior to issuance of Final Certificate of Occupancy.)

Res. Car Ports, Decks, Porches, & Non-living spaces 50.

Misc. New Commercial Construction 200.
Where square footage not applicable - (ie: Communication Towers, Stack, etc.)

Sewage Disposal System Permit 75.

Certificate of Occupancy Search 25.

Temporary Certificate of Occupancy 25.

Building without a Permit Penalty :

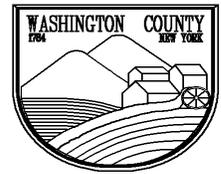
Penalty will be equal to the permit fee or \$100.00 whichever is GREATER.

Operating Permit 100.

Truss Placard Administrative Fee 50.

Solar Panels: 50.

Washington County Code Enforcement



LOCAL REGULATION COMPLIANCE CERTIFICATE TO BE SUBMITTED PRIOR TO ISSUING PERMIT

LRCC # 1

TOWN/VILLAGE OF _____

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.

Applicant: _____

Address: _____

Project Description: _____

As further described in the attached Washington County Building Permit Application complies with the following local laws:

- Flood Plain Law: This parcel is **not** in a flood plain This parcel is in a flood plain
- Zoning Ordinance Mobile Home Ordinance Subdivision Regulations
- Site Plan Review Other Local Law _____
- No Local Town/Village requirements apply to proposed construction.

SIGNATURE OF LOCAL ZONING OFFICIAL,
OR CHIEF ELECTED OFFICIAL

DATE

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
- ▶ The Town of Argyle DOES require an additional Building Permit application, one set of prints, a Driveway Permit Application & a Local Compliance Checklist to be completed. Contact the Argyle Town Clerk and submit, with this Certificate, to the Town of Argyle.
- ▶ 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

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)

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



LOCAL REGULATION COMPLIANCE CERTIFICATE TO BE SUBMITTED AFTER PROJECT COMPLETION

LRCC # 2

TOWN/VILLAGE OF _____

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. Project is described as follows:

Applicant: _____

Address: _____

Project Description: _____

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.

Signature of Applicant

Date