



(315) 848-3121

4078 State Hwy 3
Star Lake, NY 13690
www.Finetownny.gov
Fax: (315) 848-3152

BUILDING PERMIT APPLICATION PACKAGE

- 1) **NEW YORK STATE LAW** mandates that the New York State Uniform Fire Prevention, Building, and Energy Codes must be enforced for all public and private buildings. These laws protect the Health, Safety and General Welfare of the public.
- 2) **BUILDING PERMITS** are required prior to commencing any work for which these Codes are required. The Building Permit is the management system used to ensure that all Codes are adhered to. The Code Enforcement Officer shall administer and enforce all the provisions of the Uniform Code, the Energy Code and Local Laws.
- 3) **PLEASE CONTACT** the Code Enforcement Official for an informal discussion to determine if a Permit is required for your project. An application for a Building Permit shall be examined to ascertain whether the proposed work is in compliance with the applicable requirements.
- 4) **APPLICATION:** The Building Permit Application requires sufficient information to make a determination that the intended work complies with the requirements of the applicable Code. Please submit a completed Building Permit Application for review, along with:
 - A. Site Plan showing existing and proposed structures, wells and septic systems
 - B. Location of the intended work with distances between all structures and Lot Lines
 - C. Specifications for the intended work
 - D. Two sets of Construction Documents prepared by a New York State Registered Architect or Licensed Engineer as required by NY State Law. Exceptions that do not require a stamp are: (1) farm & buildings used for agricultural purposes. (2) Single Family residential buildings 1500 square feet or less, not including garages, carports, porches, cellars or uninhabitable basements or attics. (3) Alterations, costing \$20,000.00 or less, if these alterations do not involve changes affecting the structural safety or public safety of the building or structure.
 - E. Required Insurance Certificates
- 5) **APPROVAL / REQUIREMENTS:** Approved applications will be issued a Building Permit. Building Permits shall become invalid unless the authorized work is commenced within 6 months following the date of issuance. Building Permits shall expire 12 months after the date of issuance. A Building Permit which has become invalid or which has expired may be renewed upon application by the Permit Holder, payment of the applicable fee, and approval of the application by the Code Enforcement Officer. Building Permit must be visibly displayed at the work site and remain visible until project completion.
- 6) **CHANGE NOTIFICATION:** All work must be performed in accordance with the documents submitted and accepted as part of the application for the building permit. The Permit Holder shall immediately notify the Code Enforcement Officer of any change occurring during the course of the work. If the Code Enforcement Officer determines that such change warrants a new or amended Building Permit, such change shall not be made until and unless a new or amended Building Permit reflecting such change is issued.

- 7) ERRORS:** If a Building Permit is issued in error because of incorrect, inaccurate or incomplete information, or that the work for which the permit was issued violates any Code, such permit shall be revoked until such time as the Permit Holder demonstrates that (1) all work completed is in compliance with applicable Codes and (2) all work proposed shall be in compliance with applicable Codes.
- 8) FEES:** Any fees must be paid at the time of submission of an Application for a Building Permit, an Amended Building Permit or for Renewal of a Building Permit.
- 9) EXEMPTIONS:** Building Permits are not authorization to perform non-compliant work. No Building Permit shall be required for work in any of the following categories:
1. Construction or installation of one story detached structures associated with one or two-family dwellings or multiple single-family dwellings which are used for tool and storage sheds, playhouses or similar uses, provided the gross floor area does not exceed 144 square feet (13.38 square meters);
 2. Installation of swings and other playground equipment associated with a one or two family dwelling or multiple single-family dwellings;
 3. Installation of swimming pools associated with a one or two family dwelling or multiple single-family dwellings where such pools are designed for a water depth of less than 24 inches and are installed entirely above ground;
 4. Installation of fences which are not part of an enclosure surrounding a swimming pool;
 5. Construction of retaining walls unless such walls support a surcharge or impound Class I, II or IIIA liquids;
 6. Construction of temporary motion picture, television and theater stage sets and scenery;
 7. Installation of window awnings supported by an exterior wall of a one or two family dwelling or multiple single family dwellings;
 8. Installation of partitions or movable cases less than 5'-9" in height;
 9. Painting, wallpapering, tiling, carpeting, or other similar finish work;
 10. Installation of listed portable electrical, plumbing, heating, ventilation or cooling equipment or appliances;
 11. Replacement of any equipment provided the replacement does not alter the equipment's listing or render it inconsistent with the equipment's original specifications; or
 12. Repairs, provided that such repairs do not involve (i) the removal or cutting away of a load bearing wall, partition, or portion thereof, or of any structural beam or load bearing component; (ii) the removal or change of any required means of egress, or the rearrangement of parts of a structure in a manner which affects egress; (iii) the enlargement, alteration, replacement or relocation of any building system; or (iv) the removal from service of all or part of a fire protection system for any period of time.

10) INSPECTIONS: Work is to remain accessible and exposed until Inspected and Accepted by the Code Enforcement Official. The Permit Holder shall notify the Code Enforcement Officer in a timely manner when any element of work described below is ready for inspection.

- (1) work site prior to the issuance of a Building Permit;
- (2) footing and foundation;
- (3) preparation for concrete slab;
- (4) framing;
- (5) building systems, including underground and rough-in;
- (6) fire resistant construction;
- (7) fire resistant penetrations;
- (8) solid fuel burning heating appliances, chimneys, flues or gas vents;
- (9) Energy Code compliance; and
- (10) a final inspection is required after all work has been completed.

After inspection, the work or a portion thereof shall be noted as satisfactory as completed, or the Permit Holder shall be notified as to where the work fails to comply with the Code. Work not in compliance with the Code shall remain exposed until such work shall have been brought into compliance with all applicable provisions of the Code, inspected and found to be satisfactory completed.

11) STOP WORK ORDERS: The Code Enforcement Officer is authorized to issue Stop Work Orders pursuant to the Law. Upon the issuance of a Stop Work Order, the owner of the affected property, the permit holder and any other Person performing, taking part in or assisting in the work shall immediately cease all work which is the subject of the Stop Work Order.

12) CERTIFICATE of OCCUPANCY: A Certificate of Occupancy is required for any work which is the subject of a Building Permit and for all structures, buildings, or portions thereof, which are converted from one use or occupancy classification to another. Permission to use or occupy a building or structure, or portion thereof, for which a Building Permit was previously issued shall be granted only by issuance of a Certificate of Occupancy. If applicable, you must provide copies of your final electrical inspection from Underwriters and your water test results from a lab.

13) CIVIL PENALTIES: In addition to those penalties proscribed by State law, any Person who violates any provision of the Uniform Code, the Energy Code or this local law, or any term or condition of any Building Permit, Certificate of Occupancy, Temporary Certificate, Stop Work Order, Operating Permit or other notice or order issued by the Code Enforcement Officer pursuant to any provision of this local law, shall be liable to a civil penalty of not more than \$ 200.00 for each day or part thereof during which such violation continues. The civil penalties provided by this subdivision shall be recoverable in an action instituted in the name of this Town.

WORKERS' COMPENSATION LAW and GENERAL MUNICIPAL LAW require that the Town obtain proof of appropriate Workers' Compensation and Disability Benefits Insurance PRIOR to issuing this permit.

APPROPRIATE FORMS MUST BE SUBMITTED FOR GENERAL CONTRACTOR THIS APPLICATION

1) **BUSINESSES:** (Insurance Carrier to provide these completed forms)

- A) Forms **C-105.2** or **U-26.3** are approved Certificates of Workers Compensation.
- B) Form **DB-120.1** is approved Certificate of Disability Benefits Insurance.

SELF INSURED BUSINESSES:

- A) Forms **SI-12** or **GSI-105.2** are Certificates of Board approved Workers Compensation Self-Insurance.
- B) Form **DB-155** is the approved Certificate of Self-Insurance for Disability.

2) **ENTITIES / NO EMPLOYEES:** (This certificate is available to download under "forms" at: www.wcb.state.ny.us)

- A) Form **CE-200** is the approved process for granting exemptions. CE-200 Exemptions are NOT valid for multiple permits. Each CE-200 form will specifically list the Town of Fine and the specific job location along with the estimated cost of the project.

3) **HOMEOWNERS:** (This certificate is available to download under "forms" at: www.wcb.state.ny.us)

- A) Form **BP-1** may be used by certain Homeowners of 1,2,3,or 4 family owner-occupied residences serving as their own General Contractor and are not hiring, paying or compensating in any way, the individual(s) helping perform such work.

NY STATE LAW requires that you call DIG SAFELY NY **(800) 962-7962** for underground utility location, two working days prior to beginning any digging operations.

In addition to a local building or subdivision permit, please be aware that you may also need a separate permit from one or more of these other Agencies. Federal Agency permits may also be required for some projects, particularly if they involve wetlands. You are responsible to contact each agency about your plans. The issuance of a Town Permit does not eliminate the requirement for any additional Agency Permits or Regulations.

ADIRONDACK PARK AGENCY

Jurisdictional Inquiry Office
PO Box 99

Ray Brook, NY 12997

(518) 891-4050

www.apa.state.ny.us

APA Permits are required for:

- Construction of Dwellings
- Subdivision of Land
- Activities in or affecting wetlands
- Change in Use of certain buildings
- New or Expanded Commercial or Industrial Uses
- Shoreline Development, Disturbance or Vegetative cutting along lakes & rivers
- Towers or other structures over 40 ft
- Waste Disposal areas
- Other Activities

***You must contact the APA and ask for a
“Jurisdictional Determination”***

NYS DEPARTMENT OF HEALTH

58 Gouverneur Street
Canton, NY 13617

(315) 386-1040

www.health.state.ny.us

DOH Permits are required for:

- Realty subdivisions of five or more lots, each five acres or less in size
- Alternate septic systems
- Shared (“community”) household water supplies
- Food service establishments
- Other activities

You must contact the DOH

NYS DEC

DEC Region 6 Permit Administrator
317 Washington Street

Watertown, NY 13601

(315) 785-2245

www.dec.ny.gov

DEC Permits are required for:

- Disturbance of bed or banks of Streams, Lakes, Rivers - may include Bridges, Boathouses, Shoreline Stabilization
- Large Wastewater Systems
- Floating objects in Navigable Waters
- Public Water Supplies
- Storm Water Discharge for construction sites 1 acre or larger
- Solid Waste & Hazardous Waste Disposal
- Other Activities

You must contact the DEC

US ARMY CORPS of ENGINEERS

Division of Regulatory Affairs
1776 Niagara Street
Buffalo, NY 14207

(716) 879-4330

www.lrb.usace.army.mil

- Permits for Underwater Land use

You must contact the Corps

NYS DEPARTMENT OF TRANSPORTATION

DOT Region 7
317 Washington Street
Watertown, NY 13601

(315) 785-2333

www.nysdot.gov

DOT Permits are required for:

- Work in State Highway “Right of Way” (ROWs) including new driveway access, Underground and overhead utilities
- Other Activities

You must contact the DOT



www.aFineAdirondackTown.org

(315) 848-3121

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P.O. Box 238
Star Lake, NY 13690

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BUILDING PERMIT APPLICATION

COMPLETED BY CODE ENFORCEMENT OFFICER

PERMIT NO: _____

DATE ISSUED: _____

PERMIT MUST BE OBTAINED BEFORE BEGINNING CONSTRUCTION

PLEASE READ & COMPLETE THIS ENTIRE FORM TO AVOID PERMIT DELAYS:

The undersigned hereby applies for a Building Permit for the following work, which will be completed in accordance with the description, plans and specifications submitted and such special conditions as may be indicated on the Building Permit.

APPLICATION DATE: _____

PROPERTY OWNER: _____

Address: _____
(Street or P.O. Box) (Village) (State) (Zip Code)

Telephone Number: _____

Property Location: _____
(Street) (Village) (State) (Zip Code)

Tax Map No. _____

Subdivision Name (if applicable): _____

PERSON RESPONSIBLE FOR SUPERVISION OF WORK AS REGARDS THE BUILDING CODES:

Name: _____

Address: _____
(Street or P.O. Box) (Village) (State) (Zip Code)

Telephone Number: _____

ARCHITECT / ENGINEER:

Address: _____
(Street or P.O. Box) (Village) (State) (Zip Code)

Telephone Number: _____

BUILDING CONTRACTOR:

Address: _____
(Street or P.O. Box) (Village) (State) (Zip Code)

Telephone Number: _____

PLUMBING CONTRACTOR:

Address: _____
(Street or P.O. Box) (Village) (State) (Zip Code)

Telephone Number: _____

ELECTRICAL CONTRACTOR:

Address: _____
(Street or P.O. Box) (Village) (State) (Zip Code)

Telephone Number: _____

HVAC CONTRACTOR:

Address: _____
(Street or P.O. Box) (Village) (State) (Zip Code)

Telephone Number: _____

SERVICES:

WATER SUPPLY: ___ Municipal Water ___ Existing Well ___ New Well

WASTEWATER: ___ On Site Septic System ___ Municipal Sewer

ROAD: ___ Town ___ County ___ State ___ Private

LAND USE:

OCCUPANCY CLASSIFICATION ___ RESIDENTIAL PROPERTY ___ COMMERCIAL PROPERTY

PROPOSED WORK IS IN A FLOOD PLAIN ___ NO ___ YES

APA LAND USE CLASSIFICATION: ___ HAMLET ___ MODERATE INTENSITY ___ LOW INTENSITY

 ___ RURAL USE ___ RESOURCE MANAGEMENT ___ INDUSTRIAL USE

OCCUPANCY INFORMATION – PRIMARY STRUCTURE:

___ Single family dwelling ___ Two family dwelling

___ Multiple family dwelling, Number of living units: _____

___ Year around use ___ Seasonal use

___ Business ___ Industrial

___ Other (describe): _____

___ Addition(s), intended use: _____

BUILDING STYLE – PRIMARY STRUCTURE:

___ Ranch ___ Contemporary ___ Log Cabin ___ Raised Ranch ___ Mansion ___ Split Level

___ Cape Cod ___ Colonial ___ Bungalow ___ Cottage ___ Old Style ___ Duplex ___ Row

___ Town House Other _____

NATURE OF PROPOSED WORK:

___ Construction of New Building ___ Other (please describe) _____

___ Addition to New or Existing Building. _____

___ Interior Renovations (No exterior work) _____

VALUE OF CONSTRUCTION: \$ _____

DESCRIPTION OF CONSTRUCTION:

PROPOSED BUILDING:

PROPERTY SETBACKS: {Front: _____ft} {Rear: _____ft} {Left: _____ft} {Right: _____ft}

SIZE of NEW STRUCTURE: _____ft (x) _____ft Foundation: _____pier _____slab _____crawl

Basement: _____Full _____Partial

Number of Stories: _____
(Living Space)

Height: _____ft.
(Grade to Ridge)

If residential, Number of families: _____

No. of Rooms (excluding baths): _____ No. of Bathrooms: _____

Primary Heating System: _____

Type of Fuel: _____

No. of Fireplaces: _____

Will a woodstove be installed? _____Yes _____No

Central Air Conditioning? _____Yes _____No

GARAGES, STORAGE BUILDINGS, ACCESSORY STRUCTURES:

____ Attached Garage ____ Detached Garage ____ Storage Bldg

SIZE of NEW STRUCTURE: ____ ft (x) ____ ft

Foundation: _____ Floor: _____

Electricity? _____ Yes _____ No

Plumbing? _____ Yes _____ No

Number of Overhead Doors _____

Number of Stories: _____

MOBILE HOMES:

Year of Manufacture: _____ Size: ____ ft (x) ____ ft

Manufacturer's Name: _____

New: _____ Used: _____

Price Paid: \$ _____ Serial No.: _____

If purchased used, prior location: _____

If used are smoke detectors present? _____ Yes _____ No

Heating Source: _____

Will Mobile Home be?

____ Full Basement ____ Slab ____ Piers ____ Anchored/Tied Down

SITE PLAN INFORMATION:

A plot plan must be prepared and submitted for all proposed work – drawn reasonably to scale and attached hereto, showing clearly and distinctly all buildings, whether existing or proposed and indicate all set-back dimensions from property lines. Give street number and/or lot number and indicate whether it is an interior or corner lot. Show the locations of both the well and septic disposal system, if they are private.

PLOT PLAN DIAGRAM: Showing location of existing buildings, distances to Lot lines, septic systems, etc.

AFFIDAVIT

I swear/affirm that to the best of my knowledge and belief the statements contained in this application, together with the plans and specifications submitted, are a true and complete statement of all proposed work to be done on the described premises and that all provisions of the NEW YORK STATE UNIFORM FIRE PROTECTION AND BUILDING CODE and all other laws pertaining to the proposed work shall be complied with, whether specified or not, and such work is authorized by the property owner. The granting of this permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or land use or the performance of construction.

Date: _____

Signed: _____
Owner

Signed: _____
Applicant

Printed Name of Owner: _____ Printed Name of Applicant: _____

SPECIAL CONDITIONS OF PERMIT:

_____ PLANNING BOARD APPROVAL REQUIRED: Town Site Plan Review Law requires Planning Board Approval for NEW "Land Uses Activities" as described in the Law.

Approved: _____
Code Enforcement Officer
315-848-3121 x308

Date: _____