

Town of Lyonsdale - Code Enforcement Department

Joseph Pfeiffer, Jr. Codes Officer
P. O. B. 251
Boonville, NY 13309
(315) 942-5705 Home
Cell (315) 681-8689
inspectorjoep@aim.com

Town of Lyonsdale Clerk
P.O. B. 144
Port Leyden, NY 13433
Phone (315) 348-8249

RESIDENTIAL ALTERATIONS PERMIT APPLICATION

Dear Applicant:

Attached is a Town of Lyonsdale Alterations Permit Application and Fee Schedule. This application is for use only in the Town of Lyonsdale. The permit applied for with this form applies only to the Building Codes of New York State and has no bearing on the other local, State, or Federal regulations, such as zoning or floodplain ordinance, etc.

The permit fee must be submitted to the Town of Lyonsdale Clerk with the completed application. Please make all checks payable to the Town of Lyonsdale Clerk and mail to the Town of Lyonsdale Town Clerk , P.O.B. 144 Port Leyden, NY 13433.

This application must be completely filled in by ink or typewriter and submitted to the Town of Lyonsdale Clerk with required fees.

This application must be accompanied by two sets of plans and specifications describing the nature of the work to be performed, the materials and equipment to be used and installed, and detailed structural, mechanical, electrical, and plumbing installation. Plans and specifications shall be in accordance with the State Education Law, Sections 7307 and 7209. This law requires that the seal and signature of a licensed architect or professional engineer be affixed to all plans submitted, except for farm buildings, residential buildings of under 1,500 gross square feet, or to alterations costing under twenty thousand dollars.

THE WORK COVERED BY THIS APPLICATION MAY NOT BE COMMENCED BEFORE THE ISSUANCE OF A BUILDING PERMIT.

Upon approval of the application, the Town of Lyonsdale Code Enforcement Officer will issue a building permit to the applicant together with approved, duplicate set of plans and specifications. Such permit and approved plans and specifications shall be kept on the premises available for inspection throughout the progress of the work.

NO BUILDING SHALL BE OCCUPIED OR USED IN WHOLE OR IN PART FOR ANY PURPOSE WHATEVER UNTIL AN APPLICATION IS MADE FOR, AND CERTIFICATE OF OCCUPANCY SHALL HAVE BEEN GRANTED BY THE TOWN OF LYONSDALE CODE ENFORCEMENT OFFICE.

NOTE: If any item does not apply, write N/A (please do not leave it blank)

The approved permit and all correspondence will be mailed to the owner at the address indicated on the application.

It is the responsibility of the owner to see that the Town of Lyonsdale Code Enforcement Officer is notified at least 24 hours before the project will be ready for the next inspection.

If you have any questions, please contact the Town of Lyonsdale Code Enforcement Office at (315) 681-8689 cell.

Sincerely,

Joseph Pfeiffer, Jr.
Code Enforcement Officer

TOWN OF LYONSDALE

Alteration-Building Permit Application

Permit # _____

Date Issued _____

Dear

Enclosed is the Building Permit that you applied for. The Permit Poster must be prominently displayed on the premises to which it pertains.

This permit is subject to the condition that all construction be in conformance with the information provided on the application and approved plans.

In order to maintain an adequate inspection schedule, please notify this office at each of the following stages as indicated:

- | | |
|--|---|
| ☐ 1. Footing before pouring concrete. | ☐ 6. Heating, Ventilation and Air Conditioning before enclosing. |
| ☐ 2. Foundation before backfill. | ☐ 7. Other. |
| ☐ 3. Framing. | |
| ☐ 4. Insulation before enclosing. | ☐ 8. Septic System before covering. |
| ☐ 5. Plumbing before enclosing. | ☐ 9. Final Inspection |

It is anticipated that inspections for stages 3, 4 and 5 may be combined.

The following certifications will be required in relation to this construction before a Certificate of Occupancy can be issued by this office:

- ☐ 1. Certificate of inspection by an approved 3rd party electrical inspection agency.
- ☐ 2. Truss design papers from truss manufacturer.
- ☐ 3. Other

Sincerely,

Joseph Pfeiffer, Jr.
Town of Lyonsdale
Code Enforcement Officer
P. O. Box 251
Boonville, N. Y. 13309

TOWN OF LYONSDALE FIRE AND BUILDING CODE FEE SCHEDULE

Effective October 1, 2015

Residential:

Residential garages, additions and storage buildings up to 200 sq. ft.	\$35.00
Residential garages and storage buildings over 200 sq. ft.	\$35.00 base + 10 cents per sq. ft.
One or two family dwellings, additions, mobile & modular homes	\$35.00 base + 15 cents per sq. ft.

Residential Alterations:

Up to \$5000	\$40.00
For each \$3000 over the first \$5000	\$5.00

Multiple Dwellings / Hotels / Motels

Up to three units	\$150.00 base + 15 cents per sq. ft.
Additional units	\$75.00 per unit

Floor area shall not include non-habitable space such as cellars, but shall include garage, decks & porches.

<u>Towers</u>	\$150.00
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Non-residential buildings, structures, additions:

\$150.00 base + 15 cents per sq.ft

Non-residential Alterations:

Up to \$5000	\$50.00
For each \$3000 over the first \$5000	\$5.00
Swimming Pool with or w/o Deck	\$50.00
Solid Fuel Burning Device / Chimney	\$50.00
Septic System & Septic Alterations	\$50.00
Day Care / Foster Care	\$75.00
Work Commenced without a permit, a 50% increase in permit fee plus Where plans are submitted – Plan Review Fee	\$100.00 \$50.00
Demolition	\$35.00

**TOWN OF LYONSDALE
ALTERATION-BUILDING PERMIT APPLICATION**

This application must be completely filled in by ink or typewriter and submitted to the Town of Lyonsdale Clerk with required fees. Checks should be made payable to the **Town of Lyonsdale Clerk**.

This application must be accompanied by plans stamped by a NYS Licensed Design Professional if it's for a pole building. Along with specifications describing the nature of the work to be performed, the materials and equipment to be used and installed, and detailing structural, mechanical, electrical, and plumbing installation. Plans and specifications shall be in accordance with the State Education Law, Sections 7307 and 7209. **This law requires that the seal and signature of a licensed architect or professional engineer be affixed to all plans submitted, except for farm buildings, residential standard frame buildings of under 1,500 gross square feet, or to alterations costing under twenty thousand dollars.**

THE WORK COVERED BY THIS APPLICATION MAY NOT BE COMMENCED BEFORE THE ISSUANCE OF A BUILDING PERMIT.

Upon approval of the application, the Code Enforcement Office will issue a building permit to the applicant. Such permit shall be kept on the premises available for inspection throughout the progress of the work. **24 Hour Notice Is Required For ALL Inspections.** Please plan accordingly.

NO BUILDING SHALL BE OCCUPIED OR USED IN WHOLE OR IN PART FOR ANY PURPOSE WHATEVER UNTIL AN APPLICATION IS MADE FOR, AND CERTIFICATE OF OCCUPANCY SHALL HAVE BEEN GRANTED BY THE TOWN OF LYONSDALE CODE ENFORCEMENT OFFICE.

NOTE: If any item does not apply, write N/A (please do not leave it blank)

TOWN OF LYONSDALE

"EXACT" LOCATION (give directions) _____

(Street/Road name, number, side of street/road, distance from nearest cross road)

TAX ID # FROM THE TAX BILL

Required on all Applications (example 123.00-01-12.300)

Tax Map No. Section _____ Block _____ Lot _____

(Circle) whether applicant is: OWNER, LESSEE, AGENT, ARCHITECT, ENGINEER, OR BUILDER

Name and address of Applicant

*Name and address of Landowner
(If other than Applicant)*

Phone No. _____

Phone No. _____

email _____

email _____

Permit Fee \$ _____ Total Estimated Value of Construction \$ _____

Square Footage of proposed construction _____ Type of Project _____

1. If project is business, commercial or mixed occupancy, specify nature and extent of each type of use

2. Dimensions of existing structure, if any: Front width_____ Rear width_____ Length _____
Height_____ Number of stories_____ Square footage _____
3. Size of lot: Road frontage_____ Rear width_____ Depth_____ Total acres _____
4. Name of Contractor_____ Phone # _____
Address: _____
Workers Compensation Policy # **(REQUIRED)** -----
Liability Insurance Carrier ----- Policy #-----
5. Name of Architect or Engineer _____
Address _____
Phone number _____ License number _____ State _____
6. If owner or applicant is a corporation, give names and titles of two officers and signature of duly authorized officer:

Use the space below or attach a separate sheet to show the location of the proposed building(s) in relation to all roads public or private, distance proposed building is from all bodies of water, the location of all wells and septic systems, existing and proposed, the distance between buildings and give the road name as well as the names of all adjacent landowners. Also show the lot width and depth, and show the distance of proposed building(s) to all property lines.

NOTE: GIVE THE DISTANCE OF ALL WELL AND SEPTIC SYSTEMS ON NEIGHBORING PROPERTIES TO YOUR PROPOSED WELL/SEPTIC IF CLOSER THAN 150FT.

PLOT DIAGRAM

NAME OF ADJACENT LAND OWNER _____ Y OUR PROPERTY LINES		
OWNERS NAME LEFT SIDE	REAR LOT WIDTH _____	OWNERS NAME RIGHT SIDE
LOT DEPTH _____		LOT DEPTH _____
FRONT LOT WIDTH _____		
ROAD NAME _____		

THIS AREA REPRESENTS THE ROAD IN FRONT OF YOUR PROJECT, SHOW DRIVEWAY

REQUIREMENTS TO OBTAIN A BUILDING PERMIT

Provide a clear description of work to be performed by room and/or area.

Depict area on Plot Diagram on Page 3.

Supply a list of materials to be used.

LOCAL APPROVAL ACKNOWLEDGMENT

I acknowledge that it is my responsibility to consult with the appropriate Town Official prior to construction, to determine if a Flood Plain Permit, Zoning Permit or other approval is required.

Signature of Applicant or Authorized Agent

Date

- (A) The applicant shall notify the Code Enforcement Office of any changes in the information contained in the application during the period for which the permit is in effect. A permit will be issued when the application has been determined to be complete and when the proposed work is determined to conform to the requirements of the Uniform Code. The authority conferred by such permit may be limited by condition, if any, contained therein.
- (B) A BUILDING PERMIT ISSUED PURSUANT TO THIS PART SHALL BE PROMINENTLY DISPLAYED ON THE PROPERTY OR PREMISES TO WHICH IT PERTAINS. IF THE PERMIT ISN'T DISPLAYED SO IT CAN BE SEEN FROM THE ROAD, THE PERMIT MAY BE REVOKED AND A NEW PERMIT WILL HAVE TO BE APPLIED FOR.
- (C) IT IS THE OWNER'S RESPONSIBILITY TO SEE THAT THE TOWN OF LEYDEN CODE ENFORCEMENT OFFICE IS NOTIFIED WHEN THE PROJECT WILL BE READY FOR THE NEXT INSPECTION. IF NO NOTIFICATION IS MADE AND WORK CONTINUES, THE PROJECT MAY BE STOPPED AND A FEE OF \$25.00 CHARGED FOR NON-COMPLIANCE.
- (D) A building permit issued pursuant to this Part may be suspended or revoked if it is determined that the work to which it pertains is not proceeding in conformance with approved plans, the Uniform Code, or with any condition attached to such permit, or if there has been a misrepresentation or falsification of a material fact in connection with the application for the permit.
- (E) A building permit issued pursuant to this Part shall expire 12 months from the date of issuance or upon the issuance of a certificate of occupancy (other than a temporary certificate of occupancy), whichever occurs first.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

Signature of Applicant or Authorized Agent

Date

I, the undersigned, Building Inspector do hereby recommend that the within building permit application be (approved) (denied). (If the Building Inspector recommends denial of the building permit application, then his reasons are to be attached to the building permit application.)

Date _____

Building Inspector _____

ALL CONSTRUCTION SHALL CONFORM TO ALL TOWN AND LOCAL ZONING AND SANITARY CODES AND THE CODES OF NEW YORK STATE

Building Code of New York State, Plumbing Code of New York State, Fire Code of New York State
Energy Conservation Construction Code of New York State, Property Maintenance Code of New York State Fuel
Gas Code of New York State - Residential Code of New York State, Mechanical Code of New York State