

TOWN OF SCHROON
Zoning / Building / Fire Codes Department
P.O. Box 578
Schroon Lake, N.Y. 12870
Phone: 518-532-7737 X15, Fax: 518-532-9474
codes@schroon.net

Building Permit Application:

This form applies where work is conducted pursuant to a building permit that must be visually inspected by the Codes Enforcement Office and must conform to the New York State Uniform Fire Prevention and Building Code, the Ordinances of the Town of Schroon, and all other applicable codes, rules, or regulations. A Zoning Permit or Special Permit may also be required. A permit will be issued when it is determined that the application is complete and the proposed work conforms to the requirements of the Uniform Code. The authority conferred with the permit may be limited by conditions. The Town of Schroon must be notified of any changes to information contained in the application during the period for which the permit is in effect.

A Building Permit is Required before commencing construction or other improvement, renovation, removal, or demolition of any building or structure, and BEFORE the installation of heating equipment or wood burning devices.

A Building Permit is Not Required for necessary repairs which do NOT involve material alteration of structural features, plumbing, electrical, or heating/ ventilation systems; removes or changes to any required means of egress; for agricultural buildings such as dairy barns and poultry houses; erecting fences; constructing non-commercial storage facilities under 144 Square Feet; and cost less than \$10,000.00.

It is the Owner's Responsibility to contact the Code Enforcement Office at the Town Hall at least 72 hours before the owner wishes to have an inspection conducted. NYS Uniform Fire Prevention and Building Code requires the following construction inspections: work site and plan review; footing and foundation; framing; building systems (electric, plumbing, fire/ smoke and carbon monoxide detectors, and heating/ ventilation); insulation; fire resistant penetration and construction (blocking, etc.); solid fuel burning appliances (chimney, flue, and vents); energy code compliance; and final inspection. More than one inspection may be necessary, especially for "internal work" which will eventually be covered from visual inspection by additional work (i.e. electrical or plumbing work later to be covered by insulation or a wall). **Do not proceed to the next step of construction if such "internal work" has not been inspected.** Otherwise, work may need to be removed at the owner's or contractor's expense to conduct the interior inspections. Close coordination with the Code Enforcement Office will greatly reduce this possibility.

Contractor and Property Owner shall remediate any damage done to municipal property in the course of the project completion. Or, Contractor and Property Owner shall reimburse the Town of Schroon for the cost of the remediation. Certificate of Occupancy will be issued after such remediation is complete. Signature of owner and contractor on the permit application shall acknowledge this responsibility.

The Owner hereby agrees to allow the Code Enforcement Office to inspect the sufficiency of the work being done pursuant to this permit, and any other non-work related issues or violations which are readily discernible from such inspections.

New York State Law, Section 125 requires contractors to maintain Worker's Compensation and Disability Insurance for their employees. **Worker's compensation and disability benefits are necessary if wages are to be paid to anyone working on the project.** No permit will be issued unless current valid Worker's Compensation and Disability Insurance Certificates are attached to this application. General Contractors must provide proof that they are in compliance with Section 57 of the Worker's Compensation Law with one of the following forms that indicate they are: Insured (C-105.2 or U-26.3); Self-Insured (SI-12); or are Exempt (CE-200). If the owner is listed as General Contractor, they must file a form BP-1 with the permit application.

Project Cost includes the material and labor costs associated with the project work. Not included are architect, attorney, engineer, or other fees and land acquisition costs. If the project involves the installation of a mobile or manufactured home, Do Not include the purchase price of the unit. Project costs does include direct costs for wells, septic systems, electrical hook-ups, foundation systems, etc.

The Town Assessor Office will be able to help you determine the Tax Map Number, Zoning, and if the project is in a flood plain, or is designated as a wetland; or under APA or DEC jurisdiction.

Plans and specifications describing the proposed work are to be submitted with the application, in accordance with the State Education Law. The original seal and signature of a licensed, registered architect or professional engineer must be affixed to all plans submitted (except residential buildings fewer than 1,500 square feet of living space, or for alterations/ renovations costing under \$10,000.00). **Stamped plans are required for homes 1,500 square feet or more,**

all commercial buildings, and all structural alterations. Plans should include site work (well, septic, etc.) and landscaping; elevations; sections; dimensions; snow load; wind load; and schedules. Square Footage is based on the outside dimensions of the building and shall include habitable or occupied basements and attached garages.

Undertaking activity that requires a building permit prior to obtaining such a permit is prohibited. In considering what action to take in specific cases, the Codes Department will evaluate violations based on prior experiences and circumstances with the applicant and other relevant factors. **An additional 50% of the application fee will be charged as a penalty for starting a project without a permit.**

Application Fee shall be set by the Town of Schroon, and payment shall be in form of a check, money order, or government voucher made payable to the "Town of Schroon" and presented with the completed application. Please see the attached sheet to determine the correct amount/ fee. The application fee does NOT include the fees charged by outside agencies which do the required electrical inspections or other third party inspectors.

If a "Certificate of Occupancy" is required, the structure shall NOT be occupied until said certificate has been issued.

Work undertaken pursuant to this permit is conditional upon and subject to any state and federal regulations relating to asbestos or other hazardous material.

This permit does not include any privilege or encroachment in, over, under, or upon any street, road, or right-of-way.

Nothing contained in this permit shall be construed to satisfy any legal obligation of applicant to obtain any governmental application or permit from any entity other than the Town of Schroon, whether Federal, State, Regional, or Local.

The Building Permit Card must be displayed so as to be visible from the street nearest the site of the work being conducted.

STATEMENT:

I, _____, the named applicant, hereby attest that I am the lawful owner of said property described, Tax Map # _____ within, and affirm under penalty of perjury that all statements made by me on this application are true.

Signature: _____ Date: _____

Owner

I, _____, Contractor for the named applicant/ owner hereby affirm under penalty of perjury that all statements made by me on this application are true.

Signature _____ Date _____

Contractor

TOWN OF SCHROON
Zoning / Building / Fire Codes Department
P.O. Box 578
Schroon Lake, N.Y. 12870
Phone: 518-532-7737 X15, Fax: 518-532-9474
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BUILDING PERMIT APPLICATION

Permit # _____

Please read all instructions before completing this application.

Applicant's Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Applicant is (check one or more):

Owner _____ Contractor _____ Agent _____ Engineer/ Architect _____ Other _____

Owner's Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Contractor's Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Wages are being paid for performance of work: Yes _____ No _____

Please attach a copy of insurance form: C-105.2 or U-26.3 or owner completed form BP-1.

Project Location:

911 Street Address: _____ Tax Map # _____

City: _____ County: _____

Has any work covered by this application been started or completed? Yes _____ No _____

If yes, please refer to the instructions and provide an explanation.

Water Supply: Municipal _____ Is there a water meter _____ Well, Existing _____ Well, New _____

Waste-water: Municipal _____ Septic, Existing _____ Septic, New _____ Permit # _____

Architect or Engineer: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Plans are: Enclosed/ Attached _____ Shipped Separately _____ Not Provided _____

Comments:

Check all items that apply to the project.

New House/ Building _____	Garage/ Carport _____	Addition _____	Renovation _____
Mobile Home _____	Storage Shed _____	Alterations _____	Demolition _____
Manufactured Home _____	Change of Use _____	Relocation _____	Deck _____
Swimming Pool _____	Solid Fuel _____	Chimney _____	Foundation _____
Renewal _____	Solar _____	Equipment _____	Other _____

Construction Class:

Type 1, Fire Resistive _____	Type 2, Noncombustible _____	Type 3, Heavy Timber _____
Type 4, Ordinary _____	Type 5, Wood Frame _____	

Occupancy Use:

A1, One Family Dwelling _____	C1, Business _____
A2, Two Family Dwelling _____	C2, Mercantile _____
	C3, Industrial _____
B1, Multiple Dwelling Apartments _____	C4, Storage _____
B2, Multiple Dwelling Hotel/ Motel _____	C5, Assembly _____
B3, Multiple Dwelling Senior Citizen _____	C6, Institutional _____
B4, Multiple Dwelling Adult Residential Care _____	C7, Miscellaneous _____

Project Cost Estimate: _____ Square Footage: _____

Is site within a flood plain?	Yes _____	No _____
Is site in whole or in part a designated wetland?	Yes _____	No _____
Is site under APA jurisdiction?	Yes _____	No _____
Is site under local zoning jurisdiction?	Yes _____	No _____

Primary Fuel _____ Primary Heat System _____

Application Certification: I hereby certify that I have read the instructions and examined this application and know the same to be true and correct. All provisions of laws and ordinances covering 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 land use or the performance of construction.

Signature _____ Date _____

Make checks payable to: **Town of Schroon**

Building Fee \$ _____ Zoning Fee \$ _____ Septic Fee \$ _____ Filing Fee _____

Check # _____ Money Order _____ Cash _____

Date Received _____ Date Reviewed _____ Date Approved _____

PERMIT NUMBER _____

Comments.

TOWN OF SCHROON

Building Worksheet

Please fill in completely all areas and sections that apply to this project

FOOTINGS		REMARKS	PIERS		REMARKS
	Width			Type	
	Depth			Size	
	Reinforcement			Spacing	
	Feet Below Grade			Feet Below Grade	
FOUNDATION			SLAB		
	Type			Type	
	Size			Thickness	
	Height			Vapor Barrier	
	Feet Below Grade			Reinforcement	
	Type Water-proofing		WINDOWS		
	Anchor Bolts			Header Size	
	Insulation			R.O. Size	
	Type			Type	
	Thickness			Glazing	
	Int. or Ext.				
WALL FRAMING			DOORS		
	Species			Exterior Size	
	Size			Exterior Type	
	Spacing			Interior Size	
	Height		STAIRS		
	Insulation			Stairway Width	
	Type			Tread Width	
	Thickness			Riser Height	
BEARING BEAMS				Closed/ Open	
	Species			Railing Height	
	Size			Spindle Width	
	Span		ELECTRIC		
	Spacing			Service Size	
First Floor System				Fire/ Smoke Detectors	
	Species			Number	

TOWN OF SCHROON

Building Worksheet

Please fill in completely all areas and sections that apply to this project

	Joist Size			Location	
	Span			C.O. Detectors	
	Spacing			Number	
	Sheeting			Location	
ROOF SYSTEM			PLUMBING		
	Trusses			Supply Pipes	
	Snow Load			Type	
	Wind Load			Size	
	Design			Insulated	
	Rafters			Drain Pipes	
	Species			Type	
	Size			Size	
	Span			Insulated	
	Spacing			Vent Pipes	
	Ridge			Type	
	Pitch			Size	
	Sheathing		COLUMNS		
	Covering			Size	
	Insulation			Spacing	
	Type		CEILING JOIST		
	Thickness			Species	
Decks/ Porches				Size	
	Species			Span	
	Size			Spacing	
	Span		CHIMNEY		
	Spacing			Type	
				Int. or Ext.	
				Height Above Roof	

TOWN OF SCHROON

Building Codes Department

Permit Application Fee Schedule

- *1 An additional 50% of the application fee will be charged as a penalty for starting a project without a permit.
- *2 This application fee does NOT include the fee charged by outside agencies which do the required electrical inspections or other inspections.
- *3 Square footage is based on outside dimensions of the building and shall include habitable basement or occupied basements and attached garages. **STAMPED PLANS ARE REQUIRED FOR HOMES OVER 1500 SQUARE FEET AND FOR ALL COMMERCIAL BUILDINGS, AND FOR STRUCTURAL ALTERATIONS OVER \$10,000.00**
- *4 Additional permits and fees may be required for zoning, septic, fuel burning devices and chimneys.

(1) One or Two Family Homes (including Manufactured Homes) For additional required permits see notes.	
Each 100 Square Feet	_____ \$25.00
Minimum Fee	_____ \$100.00
Foundation only	_____ \$75.00
(2) Multiple Dwellings For additional required permits see notes.	
Each 100 Square Feet	_____ \$ 30.00
Minimum Fee	_____ \$150.00
Foundation only	_____ \$100.00
(3) Building: Nonresidential Occupancy For additional required permits see notes.	
Each 100 Square Feet	_____ \$40.00
Minimum Fee	_____ \$200.00
Foundation only	_____ \$150.00
(4) Unattached Residential Garages, Carports, and Utility Sheds Utility Sheds under 140 Square Feet – No Permit Required For additional required permits see notes.	
Each 100 Square Feet	_____ \$15.00
Minimum Fee	_____ \$50.00
(5) All Additions (Including Enclosed Porches and Attached Garages) For additional required permits see notes.	
Fee based on Square Footage under (1) to (4) above.	
Minimum Fee	_____ \$50.00
(6) Repairs or Alterations For additional required permits see notes.	
Up to \$1,000.00	_____ \$60.00
\$1,000.00 to \$5,000.00	_____ \$100.00
Over \$5,000.00; per each \$5,000.00	_____ \$60.00
<u>Cost based on structural, plumbing and electrical work.</u> Do not include cosmetic work, such as cabinets, carpet, etc. Fee not to exceed (1) to (4) above for a new building of the same size.	
(7) Demolition	_____ \$100.00
(8) Septic Systems	_____ \$45.00
(9) Zoning	_____ \$35.00

(10) Decks and Open Porches	
Up to 200 Square Feet	_____ \$50.00
Each additional 100 Square Feet	_____ \$10.00
Handicapped Ramps on Single Family Homes	N/C
(11) Mobile Homes _____ \$50.00 Includes porches, decks and entries up to 50 Square Feet. If over 50 Square Feet, Fee based on (5) or (10) above. For additional required permits see notes.	
(12) Swimming Pools _____ \$50.00 Enclosures around preexisting pools _____ \$50.00	
(13) Solid, Liquid, or Gas Burning Device _____ \$35.00 If applied for with (1) to (6) above _____ NC	
(14) Chimney _____ \$35.00 If applied for with (1) to (6) above _____ NC	
(15) Fuel Burning Device and Chimney Applied for together _____ \$50.00	
(16) Conversion or Change of Occupancy Fee set per (6) above Minimum Fee _____ \$75.00	
(17) Required Fire Safety Inspection	_____ \$50.00
(18) Inspections Outside of Normal Inspection Area of Assigned Inspector _____ \$50.00/ HR	
(19) Certificate of Inspection No Permit Issued _____ \$80.00	
(20) Building Permit Renewal Based on current fee for:	
One Year	_____ 25%
Two Year	_____ 50%
Three Year	_____ 75%
(21) Solar Panels	_____ \$100.00
(22) Filing Fee	_____ \$10.00