

# TOWN OF LYONSDALE

## Pole Building Permit Application

### ENFORCEMENT OFFICER:

Joseph Pfeiffer Jr.  
P. O. Box 251  
Boonville, N.Y. 13309  
Phone / Fax (315) 942-5705  
Cell (315) 681 - 8689  
Email [inspectorjoep@aim.com](mailto:inspectorjoep@aim.com)

### TOWN CLERK:

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

**BUILDING PERMIT # BP** \_\_\_\_\_

**DATE ISSUED:** \_\_\_\_\_

**ISSUED TO:** \_\_\_\_\_

**CLASS OF WORK**      **NEW** \_\_\_\_\_      **ADDITION** \_\_\_\_\_

### ONCE THE PERMIT IS APPROVED:

- 1) Applicant may proceed with the construction.
- 2) Town inspector must inspect the system before it is covered.
- 3) If there is a violation of the code, the Applicant will receive a Notice of Violation and shall remedy the situation. The inspector must conduct a re-inspection before the system is covered.
- 4) If the violation is not remedied, the applicant will receive a STOP WORK ORDER.
- 5) If the STOP WORK ORDER is ignored, the applicant and / or owner will receive an appearance ticket, reserving the Town any and all legal remedies.
- 6) PROJECT COMPLETED, CERTIFICATE OF OCCUPANCY / COMPLIANCE IS ISSUED.

### **IF THE PERMIT IS DENIED:**

- a) Applicant shall make necessary corrections.
- b) Applicant may resubmit the Building Permit Application.
- c) It shall be the responsibility of the owner, applicant or his agent to inform the inspector that the work is ready for inspection and to schedule such inspection, at least 24 hours in advance.
- d) Then a CERTIFICATE OF OCCUPANCY / COMPLIANCE IS ISSUED.

## 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 +<br>10 cents per sq. ft. |
| One or two family dwellings, additions, mobile & modular homes         | \$35.00 base +<br>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 +<br>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 |
|---------------|----------|

|                                                          |                                      |
|----------------------------------------------------------|--------------------------------------|
| <u>Non-residential buildings, structures, additions:</u> | \$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 | \$100.00 |
| Where plans are submitted – Plan Review Fee                        | \$50.00  |
| Demolition                                                         | \$35.00  |

**IF YOU ARE BUILDING IN A FLOOD ZONE – BE SURE TO CHECK WITH THE BUILDING INSPECTOR FOR ALL THE RULES**

**TOWN OF LYONSDALE POLE BUILDING  
PERMIT APPLICATION INSTRUCTIONS**

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**.

**This application must be accompanied by plans stamped by a NYS Licensed Design Professional.** 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.**

**POLE BUILDINGS ARE NOT INCLUDED IN THE NYS BUILDING CODE SO THEY AREN'T EXEMPT FROM  
STAMPED PLANS.**

**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 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 and 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 OFFICER.**

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

**"EXACT" LOCATION (give directions)** \_\_\_\_\_

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

**TAX ID # FROM THE TAX BILL (example 569875 123.00-01-12.300)**

**Required on all Applications (Section 123.00 Block 01 Lot 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 address** \_\_\_\_\_

**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. Dimensions of entire new construction: Front width \_\_\_\_\_ Rear Width \_\_\_\_\_ Length \_\_\_\_\_  
Height \_\_\_\_\_ Number of stories \_\_\_\_\_ New Sq. footage \_\_\_\_\_ Combined Sq. Ft. Total \_\_\_\_\_

4. Size of lot: Road frontage \_\_\_\_\_ Rear width \_\_\_\_\_ Depth \_\_\_\_\_ Total acres \_\_\_\_\_

5. Contractor's compensation insurance **PROOF OF COMPENSATION OR EXEMPTION MUST ACCOMPANY THIS APPLICATION**  
**ON LINE EXEMPTION FORMS CAN BE COMPLETED ON LINE AT**  
[http://www.wcb.state.ny.us/content/ebiz/wc\\_db\\_exemptions/wc\\_db\\_exemptions.jsp](http://www.wcb.state.ny.us/content/ebiz/wc_db_exemptions/wc_db_exemptions.jsp)  
Request WC/DB Exemption (Form CE-200)

6. Name of Contractor \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Address: \_\_\_\_\_

**STARTING JANUARY 2026 ALL POLE BUILDINGS MUST HAVE PLANS STAMPED BY A DESIGN PROFESSIONAL**

7. Name of Architect or Engineer \_\_\_\_\_  
Address \_\_\_\_\_  
Phone # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ License number \_\_\_\_\_ State \_\_\_\_\_

8. If owner or applicant is a corporation, give names and titles of two officers and signature of duly authorized officer:

\_\_\_\_\_  
\_\_\_\_\_

**NATURE OF PROPOSED WORK (CHECK ALL THAT APPLY)**

Construction of a new building \_\_\_\_\_ Change in use/conversion \_\_\_\_\_

Addition to a building \_\_\_\_\_ Addition to Mobile Home \_\_\_\_\_ Alteration to a building \_\_\_\_\_

Give a brief description of all proposed work: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**OCCUPANCY (CHECK ALL THAT APPLY)**

101 One-family dwelling (R3) 434 Addition 322\_\_Alterations to a one-family dwelling (R3)

101 Two-family dwelling (R3) 434 Addition 322\_\_Alterations to two-family dwelling (R3)

101 Factory Manufactured Home (modular) (R3)

103 Three or more family multiple dwelling/permanent occupancy (R2)

104 Multiple dwelling/senior citizens housing (R4) 649\_\_Residential Camp

104 Multiple dwelling/adult residential care facility (R4) 214\_\_Residential Garage/Storage (U)

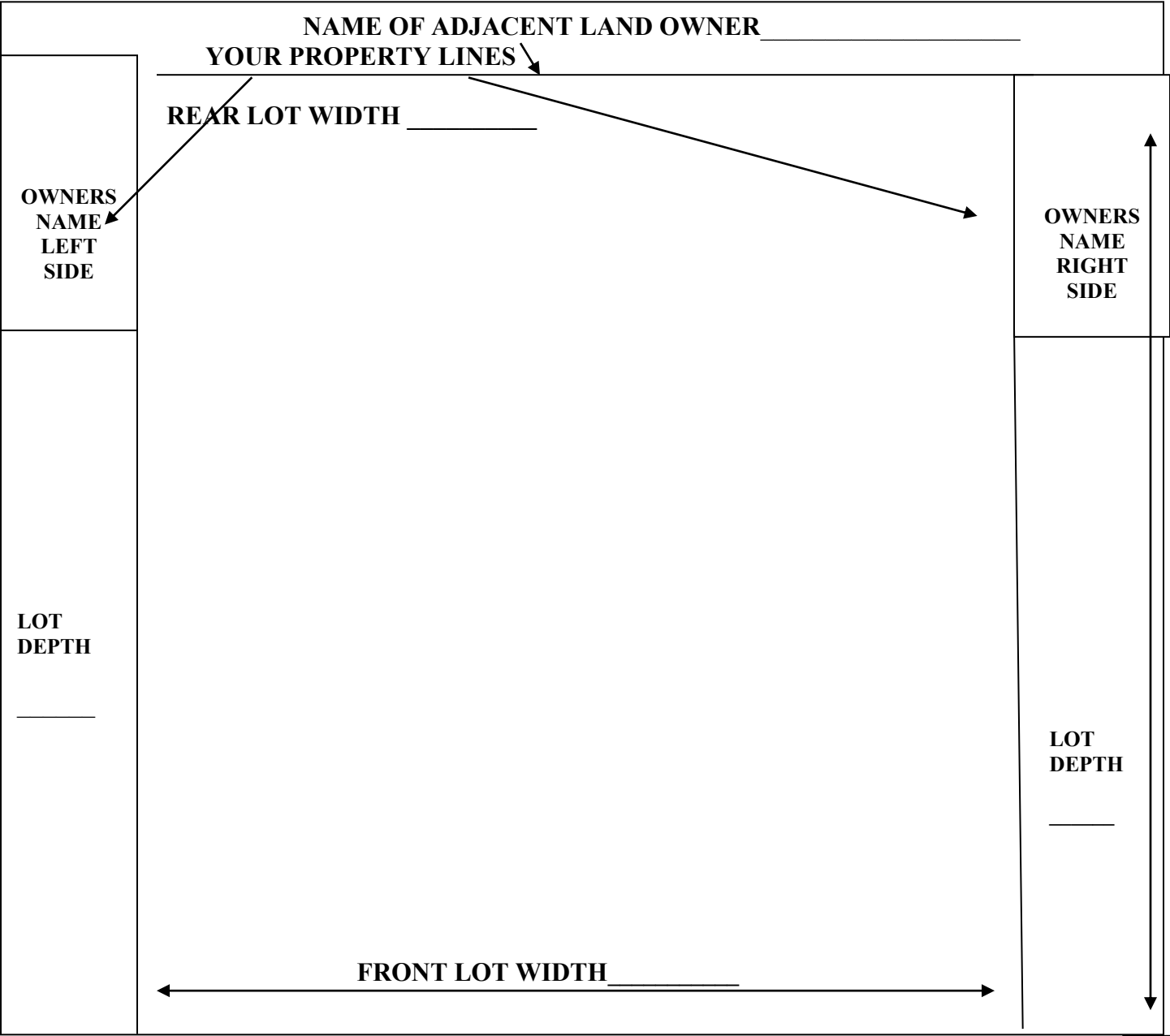
213 Multiple dwelling/transient occupancy (R1) 438\_\_Garage addition (U)

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



ROAD NAME \_\_\_\_\_

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

REQUIREMENTS TO OBTAIN A BUILDING PERMIT

- 1. Plans and Specifications (when required)
  - a) 3 Specifications Sheets

- b) 3 Sets of plans with elevations
- c) 3 Plot plans including water supply and sewage system

2. Pole Building information:

**Complete page 5A for a Pole Building.**

3. Footing materials and sizes: \_\_\_\_\_

- a) Depth below grade to bottom of the footer (feet & inches) \_\_\_\_\_
- b) Width, thickness and reinforcement \_\_\_\_\_

4. Basement and foundation:

- a) Type of floor in basement: thickness and reinforcement \_\_\_\_\_
- b) Height of basement \_\_\_\_\_
- c) Size of basement \_\_\_\_\_
- d) Number of windows, sizes, and locations: \_\_\_\_\_
- e) Type and thickness of wall: \_\_\_\_\_
- f) Amount of unbalanced fill against the foundation \_\_\_\_\_

**(Styrofoam insulation inside basement must be covered with a minimum 1/2-inch gypsum board or a 15-minute thermal barrier (§RR314.4 Thermal barrier))**

5. Slab materials: \_\_\_\_\_

- a) Size, thickness and reinforcement materials: \_\_\_\_\_

6. Floor joist:

- a) 1<sup>st</sup> floor joist Sizes \_\_\_\_\_, lengths \_\_\_\_\_ distance apart \_\_\_\_\_ bridging \_\_\_\_\_
- b) 2<sup>nd</sup> floor joists Sizes \_\_\_\_\_, lengths \_\_\_\_\_ distance apart \_\_\_\_\_ bridging \_\_\_\_\_
- c) Type \_\_\_\_\_, size \_\_\_\_\_ thickness of flooring and decking \_\_\_\_\_
- d) Carrier beam size \_\_\_\_\_ post spacing \_\_\_\_\_

7. Type of frame

- a) **(circle one)** wood heavy timber masonry steel other \_\_\_\_\_ Number of stories \_\_\_\_\_

8. Wall studs

- a) (Exterior) Type\_ wood, steel **(circle one)** Sizes \_\_\_\_\_, lengths \_\_\_\_\_ distance apart \_\_\_\_\_
- b) (Interior) Type\_ wood, steel **(circle one)** Sizes \_\_\_\_\_, lengths \_\_\_\_\_ distance apart: \_\_\_\_\_

9. Rafters or trusses (circle one)

**All truss information sheets provided by manufacture must be submitted to this office. All truss information sheets must be original stamped & signed documents with calculations .Home made truss systems and all roof systems in an 80 Ground Pound area must be stamped & signed by an Engineer or Architect.**

Sizes \_\_\_\_\_, lengths \_\_\_\_\_, distance apart \_\_\_\_\_, type of bracings \_\_\_\_\_, collar tie distance apart \_\_\_\_\_, roof pitch \_\_\_\_\_ & **ground snow load rating** \_\_\_\_\_

**(A) The applicant shall notify the Code Enforcement Officer 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 CODE ENFORCEMENT OFFICER IS NOTIFIED WHEN THE PROJECT WILL BE READY FOR THE NEXT INSPECTION.
- (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 one year from the date of issuance or upon the issuance of a certificate of occupancy (other than a temporary certificate of occupancy), whichever occurs first.

**THIS PERMIT COVERS ONLY THE WORK DESCRIBED IN THIS APPLICATION.**

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, Code Enforcement Officer of the Town of Lyonsdale, hereby (approve) (deny) the within application for a building permit.

Date \_\_\_\_\_ Code Enforcement Officer \_\_\_\_\_

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