

TOWN OF MORIAH

Code Enforcement Officer
38 Park Place, Port Henry, NY 12974

Telephone: 518-546-3510
Fax: 518-546-3342

NOTICE TO APPLICANTS FOR BUILDING PERMITS IN THE TOWN OF MORIAH

Following the guidelines of the NYS Building Code and the Town of Moriah, our Building Department has spent much time in developing a procedure for the issuance of Building Permits.

To avoid delay, it is imperative that all application forms be filled out completely and proper building plans submitted. The plans must contain sufficient information and review.

Primarily, it is important that the plans reflect not only the actual structure to be built, but also the geographical location with such adjustments as necessary to allow for topography and soil conditions. The information on the Building Permit Application MUST match the drawings submitted.

In addition to standard elevations, typical sections, floor plans and foundation plans, the following must be included in all construction plans:

- | | |
|---------------------------|---|
| A 1. Foundations | Footing/wall detail, damp proofing reinforcement & foundation drains in critical soils. |
| 2. Roof/Floor framing | Floor and roof framing plans and details. |
| 3. Girders, Lintels, etc. | Details for main beams, garage door headers, stairs and stairway opening and headers. |
| 4. Insulation | Location and resistance @ values, foundations above and below grade, floors over unheated spaces, walls, roofs, vapor barriers etc., hot water piping, and heat ducts in unheated spaces. |
| 5. Window & Door | To show actual openable area square footage and U values. |
| 6. Ventilation | Details for attics, crawl spaces, including method of venting, if applicable. This may be shown on typical section. |
| 7. Fireplace | Firebox opening and depth, hearth size, footing and fresh air supply. |
| 8. Chimneys | Height & clearance from combustibles. |
| 9. Commercial Buildings | Accurate door sizes, corridor, corridor widths, handicap access and fixtures, location of Exits and emergency lights, fire extinguishers, sprinkler installation, and fire alarm systems. |

B. Whenever possible, drawings are to be 1/4" - 1/2" scale on minimum size 18" x 24" paper.

ANY CHANGES PRIOR TO, OR DURING CONSTRUCTION WILL REQUIRE
SUBMITTAL OF AMENDED PLANS.

TOWN OF MORIAH
DEPARTMENT OF CODE ENFORCEMENT

38 Park Place, Port Henry, NY 12974
Phone: 518-546-3510

Fax: 518-546-3342

NOTICE

IF YOU PLAN ON POURING A SLAB THAT IS
OTHER THAN A NON-HABITABLE STORAGE
SHED, IT MUST BE ONE OR THE OTHER:

1. FOOTINGS BELOW THE FROST LINE (4').
2. AN **ENGINEERED** FROST PROTECTED SLAB.

**TOWN OF MORIAH
BUILDING CODE ENFORCEMENT OFFICE
38 PARK PLACE
PORT HENRY N.Y. 12974**

*Richard LaPier
Code Enforcement Officer
518-546-3510*

**IT IS THE RESPONSIBILITY OF THE
PERMIT HOLDER TO CALL FOR THE
INSPECTIONS THAT ARE REQUIRED ON
THE PERMIT FORM.**

TOWN OF MORIAH

PERMIT APPLICATION FEE SCHEDULE

(Amended 11/20/2025)

1)	One & Two Family Dwellings..... (Including Modular Homes & Additions)	\$.20 per sq. ft.
2)	Multi-Family Dwellings..... (All buildings over 1500 sq. ft. require stamped plans)	\$.25 per sq. ft.
3)	Commercial Buildings (Non-Residential)	\$.30 per sq. ft.
4)	Commercial Storage Sheds: First 500 sq. ft.	\$100.00
	Additional 100 sq. ft.	\$10.00
5)	Residential Garages, Carports & Storage Sheds:	
	Minimum Fee up to 600 sq. ft.	\$60.00
	Additional 100 sq. ft.	\$10.00
	(Storage Sheds under 140 sq. ft. No Permit Required)	
6)	Structural Alterations & Repairs: Under \$5,000.00	\$25.00
	Each \$5,000 or portion of	\$30.00
	(Non-Structural Alterations & Repairs Under \$10,000.00 No Permit Required)	
7)	Demolitions	\$N/C
8)	Fuel Burning Devices & Chimneys	\$50.00
9)	Septic Systems	\$50.00
10)	Decks & Porches-New Construction	\$.20 per sq. ft.
11)	Above or In-Ground Pools (if it needs a pump)	\$50.00
12)	Mobile Home Permit	\$100.00
	Temporary Mobile Home Permit	\$50.00
13)	Sign Permit	\$25.00
14)	Change of Occupancy(Inspection Fee)	\$40.00
15)	Building Permit Renewal Within 6 Months	50% of current
	After 6 Months	New Permit Required
16)	Operating Permit	\$50.00
17)	Solar Permits..... Residential.... Up to 12KW	\$50.00
	Over 12 KW	\$100.00
	Commercial \$.50 per KW	
	\$500.00 Minimum	
18)	Residential Property Search.....	\$50.00
	Commercial Property Search.....	\$100.00
19)	Fire/Safety Inspection-Single Family Home/Apartment (unit)	\$30.00
	Additional Apartment (unit)	\$25.00
	Commercial/Business	\$75.00

An additional 50% of the applicable fee will be charged as penalty for starting a project without a permit. Application fee does not include the fee charged by outside agencies that do the required electrical inspections. **All permits must be conspicuously posted. All inspections require a 24-hour notice.**

**BUILDING PERMIT
APPLICATION**

TOWN OF MORIAH ♦ BUILDING CODE OFFICE

PERMIT NO.

Read Instructions on reverse before completing this application

1. Applicant's Name:		Daytime Phone Number:	
2. Street Address Applicant (Check One Box)		City, State, Zip	
☐ Property Owner ☐ General Contractor ☐ Other (Specify)			
3. Provide Project Location Information:			
A. County		Street Address	
B. City, Town, Village		Or	
C. Map No. (Assessor's Office)		Directions	
4. Provide Name, Addresses and Telephone Numbers of Individuals Named below (Use Additional Sheets if required)			
A. Property Owner	B. Architect or Engineer	C. General Contractor/Builder	
5. Contractor Insurance:			
Worker's Compensation & Disability Benefits Secured by Contractor			
Wages to be Paid		Yes ☐ No ☐	Policy Number:
6. Project Cost Estimate: (See Instructions)		Number of Square Feet:	
7. Check all Items that Apply to the Names Project:			
☐ New House/Building	☐ Garage/Port	☐ Addition	☐ Change of Use
☐ Manufactured Construction	☐ Storage Shed	☐ Alterations	☐ Demolition
☐ Manufactured Home	☐ Swimming Pool	☐ Relocation	☐ Solid Fuel
☐ Masonry Chimney	☐ MFG Chimney	☐ Deck	☐ Septic
8. A. Is the Site within Flood Plain?			Yes No
B. Is the Site in whole or in part a designated Wetland?			Yes No
C. Is the site under APA Jurisdiction?			Yes No
D. Is the Site under Local Zoning Jurisdiction?			Yes No
E. "X" all the following that describe the provisions for water and sewer			
☐ Public Water System	☐ New Private Well	☐ Prior Existing Private Well	☐ OTHER
☐ Public Sewer System	☐ New Septic System	☐ Prior Existing Sewer System	
9. What will be the method of providing Heat?			
Primary:	Secondary:	None:	
10. Plans are (See Instructions)			
☐ Enclosed/Attached	☐ Shipped Separately	☐ Not Supplied	
11. Has any work covered by this application been started or completed * Yes No			
<i>*If yes, read instructions carefully and provide a description and explanation:</i>			
12. APPLICATION CERTIFICATION – I hereby certify that I have read the instructions and examined 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 of Applicant/Authorized Agent			Date:
Consult instruction on attached sheet about appropriate fee. Mailing instruction are on reverse side. Make check payable to: TOWN OF MORIAH			
REQUIRED FEE:	\$	CHE CK:	MONEY ORDER:
OTHER:			

BUILDING PERMIT APPLICATION INSTRUCTIONS

This form applies within communities where the Town of Moriah enforces the Uniform Fire Prevention and Building code (Uniform Code). Consult your local government officials to see if a zoning or other special permit is also required. Application procedure regulations are contained in Part 442, Title 19 of the Official Compilation of Codes, Rules and Regulations of the State of New York (NYCRR); copies of which are available upon request. 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 Minerva 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, removal or demolition of any building or structure (including auction barns, farm residences, and other such structures) except as noted below; and **BEFORE** the installation of heating equipment.

A BUILDING PERMIT IS NOT REQUIRED for necessary repairs which do **NOT** involve material alteration of structural features, plumbing, electrical, or heating/ventilation systems; for agricultural buildings such as dairy barns and poultry houses, erecting fences, constructing non-commercial storage facilities under 140 sq. ft.; and for replacing roofing or siding materials.

ITEM INSTRUCTIONS FOR THE APPLICATION: (Items not listed are self-explanatory. For further assistance, contact the Building Code Department below).

3C. The Tax Map or property ID number can be obtained from the local assessor, by consulting the appropriate tax map, or through your county real property tax office. A certificate of Occupancy will not be issued without this number.

5. Worker's Compensation and disability benefits are necessary if wages are to be paid to anyone working on the project.

6. Project costs include 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 factory manufactured home, do not include the purchase price of the unit. Project cost does include direct costs for wells, septic systems, electrical hook-ups, foundation systems, etc.

7. In unsure of class, check off "UNKNOWN" or refer to part 701, 19 NYCRR. Most new single-family homes are wood frame (Type 5).
8. Your Town Clerk may be able to help you determine if the project site is in a flood plain or is designated as a wetland. If not, or under APA jurisdiction, contact the nearest NYS Department of Environmental Conservation.
9. Enter Oil Hot Air, Oil Hot Water, Electrical Baseboard, and Wood, etc., as appropriate.
10. Plans and specifications describing the proposed work are to be submitted with the application, in accordance with the State Education Law, Sections 7307 and 7209. The original seal and signature of a licensed and registered architect or professional engineer must be affixed to all plans submitted; except residential building under 1,500 sq. ft. of living area, OR for alterations costing under \$10,000. Plans should include site work and landscaping, elevations, sections, dimensions, and schedules.
11. Undertaking activity that requires a building permit prior to obtaining such a permit is prohibited. In considering what action, if any, to take in specific cases, the Department will evaluate violations based on prior experience with the application and other relevant factors.
12. **APPLICATION FEE:** The appropriate application fee in the form of a check, money order or government voucher made payable to the Town of Moriah is required as indicated on the fee schedule attached

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

SEND THIS COMPLETED APPLICATION:

**TOWN OF MORIAH, BUILDING CODES
38 PARK PLACE
PORT HENRY, NY 12974**

TEL: (518) 546-3510

FAX: (518) 546-3342

WORKSHEET

Please fill in all areas that apply to this project

FOOTINGS

Width _____

Depth _____

Foot Below Grade _____

Reinforcement _____

PIERS

Type _____

Size _____

Spacing _____

Feet Below Grade _____

FOUNDATION

Type _____

Size _____

Height _____

Feet Below Grade _____

Type Waterproofing _____

Anchor Bolts _____

Insulation _____

Type _____

Thickness _____

Int. or Ext. _____

SLAB

Type _____

Thickness _____

Vapor Barrier _____

Reinforcement _____

WALL FRAMING

Species _____

Size _____

Spacing _____

Height _____

Insulation _____

Type _____

Thickness _____

WINDOWS

Header Size _____

R. O. Size _____

Type of Window _____

Glazing _____

DOORS

Exterior _____

Size _____

Type _____

Interior Size _____

FIRST FLOOR SYSTEM

Species _____

Joist Size _____

Span _____

Spacing _____

Sheathing _____

BEARING BEAMS

Species _____

Size _____

Span _____

Spacing _____

COLUMNS

Size _____

Spacing _____

CEILING JOIST

Species _____

Size _____

Span _____

Spacing _____

ROOF SYSTEM

Trusses _____

Snow Load _____

Design _____

Rafters _____

Species _____

Size _____

Span _____

Spacing _____

Ridge _____

Pitch _____

Sheathing _____

Covering _____

Insulation _____

Type _____

Thickness _____

Affidavit of Exemption to Show Specific Proof of Workers' Compensation Insurance Coverage for a 1, 2, 3 or 4 Family, Owner-occupied Residence

This form cannot be used to waive the workers' compensation rights or obligations of any party.

Under penalty of perjury, I certify that I am the owner of the 1, 2, 3 or 4 family, **owner-occupied** residence (including condominiums) listed on the building permit that I am applying for, and I am not required to show specific proof of workers' compensation insurance coverage for such residence because (please check the appropriate box):

- ☐ I am performing all the work for which the building permit was issued.
- ☐ I am not hiring, paying or compensating in any way, the individual(s) that is(are) performing all the work for which the building permit was issued or helping me perform such work.
- ☐ I have a homeowners insurance policy that is currently in effect and covers the property listed on the attached building permit AND am hiring or paying individuals a total of less than 40 hours per week (aggregate hours for all paid individuals on the jobsite) for which the building permit was issued.

I also agree to either:

- ♦ acquire appropriate workers' compensation coverage and provide appropriate proof of that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit if I need to hire or pay individuals a total of 40 hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on the building permit, or if appropriate, file a CE-200 exemption form; OR
- ♦ have the general contractor, performing the work on the 1, 2, 3 or 4 family, **owner-occupied** residence (including condominiums) listed on the building permit that I am applying for, provide appropriate proof of workers' compensation coverage or proof of exemption from that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit if the project takes a total of 40 hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on the building permit.

(Signature of Homeowner)

(Date Signed)

(Homeowner's Name Printed)

Home Telephone Number _____

Property Address that requires the building permit:

Sworn to before me this _____ day of

_____, _____.

(County Clerk or Notary Public)

Once notarized, this BP-1 form serves as an exemption for both workers' compensation and disability benefits insurance coverage.

LAWS OF NEW YORK, 1998
CHAPTER 439

The general municipal law is amended by adding a new section 125 to read as follows:

125. ISSUANCE OF BUILDING PERMITS. NO CITY, TOWN OR VILLAGE SHALL ISSUE A BUILDING PERMIT WITHOUT OBTAINING FROM THE PERMIT APPLICANT EITHER:

1. PROOF DULY SUBSCRIBED THAT WORKERS' 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; OR

2. AN AFFIDAVIT THAT SUCH PERMIT APPLICANT HAS NOT ENGAGED AN EMPLOYER OR ANY EMPLOYEES AS THOSE TERMS ARE DEFINED IN SECTION TWO OF THE WORKERS' COMPENSATION LAW TO PERFORM WORK RELATING TO SUCH BUILDING PERMIT.

Implementing Section 125 of the General Municipal Law

1. General Contractors – Business Owners and Certain Homeowners

For businesses and certain homeowners listed as the general contractors on building permits, proof that they are in compliance with Section 57 of the Workers' Compensation Law (WCL) is **ONE** of the following forms that indicate that they are:

- ♦ insured (C-105.2 or U-26.3),
- ♦ self-insured (SI-12), or
- ♦ are exempt (CE-200),

under the mandatory coverage provisions of the WCL. Any residence that is not a **1, 2, 3 or 4 Family, Owner-occupied Residence** is considered a business (income or potential income property) and must prove compliance by filing one of the above forms.

2. Owner-occupied Residences

For homeowners of a **1, 2, 3 or 4 Family, Owner-occupied Residence**, proof of their exemption from the mandatory coverage provisions of the Workers' Compensation Law when applying for a building permit is to file form BP-1.

- ♦ Form BP-1 shall be filed if the homeowner of a **1, 2, 3 or 4 Family, Owner-occupied Residence** is listed as the general contractor on the building permit, and the homeowner:
 - ◊ is performing all the work for which the building permit was issued him/herself,
 - ◊ is not hiring, paying or compensating in any way, the individual(s) that is(are) performing all the work for which the building permit was issued or helping the homeowner perform such work, or
 - ◊ has a homeowner's insurance policy that is currently in effect and covers the property for which the building permit was issued AND the homeowner is hiring or paying individuals a total of less than 40 hours per week (aggregate hours for all paid individuals on the jobsite) for the work for which the building permit was issued.
- ♦ If the homeowner of a **1, 2, 3 or 4 Family, Owner-occupied Residence** is hiring or paying individuals a total of **40 hours or MORE** in any week (aggregate hours for all paid individuals on the jobsite) for the work for which the building permit was issued, then the homeowner may not file the "Affidavit of Exemption" form, BP-1(11/04), but shall either:
 - ◊ acquire appropriate workers' compensation coverage and provide appropriate proof of that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit (the C-105.2 or U-26.3 form), OR
 - ◊ have the general contractor, (performing the work on the 1, 2, 3 or 4 family, **owner-occupied** residence (including condominiums) listed on the building permit) provide appropriate proof of workers' compensation coverage, or proof of exemption from that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit.