

Town of Lowville
Mobile Home/Manufactured Housing Building Permit Application

INSTRUCTIONS

- A. This application must be completely filled in by typewriter or ink and submitted to the Code Enforcement Official with required fees (made payable to the Town of Lowville).
- B. Plot plan showing location of lot and of buildings on premises, relationship to adjoining premises or public streets or area, and giving a detailed description of layout on property must be drawn on the diagram which is part of this application.
- C. *This application must be accompanied by three (3) complete sets of plans showing proposed construction and three (3) complete sets of specifications. Plans and specifications shall describe the nature of the work to be performed, the materials and equipment to be used and installed and details of structural, mechanical, electrical, and plumbing installations.*
- D. THE WORK COVERED BY THIS APPLICATION MAY NOT BE COMMENCED BEFORE THE ISSUANCE OF A BUILDING PERMIT.
- E. Upon approval of the application, the Code Enforcement Official will issue a building permit to the applicant together with two (2) sets of approved plans and specifications. A set of plans and specifications shall be kept on the premises available for inspection throughout the progress of the work.
- F. 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 IS GRANTED BY THE CODE ENFORCEMENT OFFICIAL.

Location: _____
(Give Street Address)

Tax Map Number: _____

Plans and specifications for the proposed work shall be enclosed with this application and those plans and specifications shall be in accordance with the State Education Law, Sections 7307 and 7209. Basically, this law requires that the seal and signature of a licensed architect or professional engineer be affixed to all plans submitted except for farm building, residential buildings under 1,500 gross square feet, or to alterations costing under \$20,000.

DATE: _____

Application # _____

Permit # _____

Town of Lowville - Mobile Home Building Permit Application

Upon approval of the application, the Code Enforcement Department 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.

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

NO BUILDING SHALL BE OCCUPIED OR USED IN WHOLE OR IN PART FOR ANY PURPOSE WHATEVER UNTIL A CERTIFICATE OF OCCUPANCY HAS BEEN GRANTED BY THE CODE ENFORCEMENT DEPARTMENT.

1. Owner: _____ Phone: _____
Address: _____ Zip Code: _____
Job Location: _____
Tax Map Number: Section _____ Block _____ Lot _____
2. Applicant: _____ Phone: _____
Mailing Address: _____ Zip Code: _____
3. Contractor: _____ Phone: _____
Mailing Address: _____ Zip Code: _____
Compensation Insurance Carrier: _____
4. Architect or Engineer: _____ Phone: _____
Mailing Address: _____ Zip Code: _____
License Number: _____
5. Type of work: NEW ADDITION ALTERATION MOVE REMOVE
(Circle Applicable Type)
6. Describe work: _____

Dimensions of existing structures, if any: Front width _____ Rear width: _____
Length _____ Height _____ # of Stories _____
Dimensions of entire new construction: Front width _____ Rear width: _____
Length _____ Height _____ # of Stories _____
7. Construction Classification: _____
Occupancy Classification: _____
Total Square Footage: _____
8. Site Information: is the site in the fire limits? _____
 Is the site within the floodplain? _____
9. Primary Source of Heat: _____ Secondary: _____
10. Estimated Cost of Work: _____ Permit Fee: _____

Please include a plot plan showing set back dimensions from the road and property lines, and the source of your water and septic system.

The applicant shall notify the Code Enforcement Office of any changes 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.

A BUILDING PERMIT ISSUED PURSUANT TO THIS PART SHALL BE PROMINENTLY DISPLAYED ON THE PROPERTY OR PREMISES TO WHICH IT PERTAINS.

IT IS THE OWNER'S RESPONSIBILITY TO SEE THAT THE CODE ENFORCEMENT OFFICE IS NOTIFIED WHEN THE PROJECT WILL BE READY FOR THE NEXT INSPECTION.

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 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.

A building permit issued pursuant to this part shall expire three (3) years 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 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 Agent _____

Date _____

FOR OFFICE USE ONLY

Application Accepted by: _____

Plans check by: _____

Approved for Issuance by: _____

Fee Received: _____

Permit Issued: _____ Denied: _____

Plans Approved: _____

C of O Applied For: _____

C of O Issued: _____

COMMENTS: _____

NOTE: This application is for single and doublewide mobile homes only and does not include modular homes. If the home does not have a permanent steel chassis, please fill out a regular application.

1. HUD Seal # _____ Year of Manufacture _____ New _____ Used _____
 - a. Mobile homes manufactured before June 15, 1976, (no HUD seal) must be inspected by an agency or individual acceptable to the County. The inspector must certify that the mobile home is:
 1. Structurally sound
 2. Free of heating and electrical system hazards.
 - b. Relocated mobile homes, regardless of age, must be inspected by an agency or individual acceptable to the County. The inspector must certify that the electrical system "appears to be properly functioning and free of hazards".

THE CERTIFICATION(S) MUST BE INCLUDED WITH THIS APPLICATION

2. Type of foundation: Slab with crawlspace _____ Cellar/Basement _____
Below Frost Piers/Anchors _____ Other Engineered Design _____
3. Check Method of Installation: Manufacturer's Installation _____ Instructions _____
Engineers Design _____

NOTE: It will be necessary to have available, the manufacturer's installation instructions for review and approval of this project if the foundation and installation are not designed by an architect or engineer. ALSO NOTE: Your manufacturer's installation instructions may require an engineer's design.

4. Foundation Materials and Sizes: Width, Depth, Thickness of Slab and Type of Slab Reinforcement. ____

Size of Footer _____ Thickness of Wall _____ Height of Wall _____

Type of Foundation Wall: Concrete Block _____ Poured Concrete _____

Pressure Treated Lumber _____ Other Engineered Design _____

Explain _____

5. Type of Skirting Proposed: Masonry __ Wood __ Vinyl __ Other _____

Explain _____

6. If Basement or Cellar is proposed and will be heater, give type of foundation insulation to be used, location and R-Value _____

7. Type of Heat _____ Will you be installing additional wood heat? _____

8. Source of Water Supply: Public __ Well __ Spring __ Driven Point __ Other _____

Explain _____

9. Size of Electrical Entrance: _____ AMPS. New _____ Existing _____

10. Smoke Detectors (circle one) – Battery – Electric

How many _____ Locations _____

11. Stairways: Width _____ Type: Open _____ Closed _____

Rise (in inches) _____ Tread (in inches) _____

NOTE: Handrails are required on all open sides of all stairways which are either three (3) risers in height or 18 inches above finished grade.

12. Sewage Disposal System: (A) New _____ Existing _____

(B) Check One: Type: Private: __ Public __ Privy __ Other _____

Explain _____

13. Name of Architect or Engineer _____ Phone #: _____

Address _____ License # _____ State _____

14. Dimensions of existing structures, if any: Front width _____ Rear width: _____
Length _____ Height _____ # of Stories _____

15. Dimensions of entire new construction: Front width _____ Rear width: _____
Length _____ Height _____ # of Stories _____
16. Name of contractor's compensation insurance carrier. _____
17. Name of Contractor _____
Address _____ Phone #: _____
18. Size of lot: Road Frontage _____ Rear Width _____ Depth _____
Total acres _____
19. Name of Certified Installer _____
Address _____ Phone #: _____
Certification Number _____

Building Permit Application for Installation of a Mobile/Manufactured Home General Information		
Owner Information	Name:	
	Address:	
	Phone Number:	
Mobile Home	Manufacturer:	
	Model Number/Designation:	
	New Home or Relocation:	
	Installation Manual Available:	
Retailer	Name:	
	Address:	
	Phone Number:	
Installer	Name:	
	Address:	
	Phone Number:	
Location of Installation		
Plot Plan submitted:		Zoning Acceptable:
Proposed Installation/Delivery Date:		
Method of Support System Design	Manufacturer's Installation Instructions	
	Engineered System	
	Reference Standard	
Type of Support System	Perimeter, Concrete or Concrete Block	
	Piles and/or Posts	
	Concrete Slab	
	Piers and Ground Anchors	
	Permanent Wood Foundation	
Method to Prevent Frost Damage	Footers below Frost	
	Floating Slab	
	Other Engineered Design	
Method to Resist Wind Loads	Ground Anchors and Ties	
	Ties to Concrete Deadmen, Footers or Foundation	
	Other Engineered Design	

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		

As required by NYS Worker's Compensation Law, the Code Enforcement Office is required to obtain proof of worker's compensation or an exemption from all contractors working on your project. We may have them on file, however to ensure your application/permit is not delayed for lack of proof, we request that you supply us with a list of contractors you're planning to use. You will be notified if we do not have proof of compensation on file for your contractor.

General Contractor

Name: _____ Phone: _____

Address: _____

Proof of Comp _____

Masonry

Name: _____ Phone: _____

Address: _____

Proof of Comp _____

Excavation

Name: _____ Phone: _____

Address: _____

Proof of Comp _____

Builder/Framer

Name: _____ Phone: _____

Address: _____

Proof of Comp _____

Plumbing

Name: _____

Phone: _____

Address: _____

Proof of Comp _____

Heating

Name: _____

Phone: _____

Address: _____

Proof of Comp _____

Electrical

Name: _____

Phone: _____

Address: _____

Proof of Comp _____

Insulation

Name: _____

Phone: _____

Address: _____

Proof of Comp _____

Pool

Name: _____

Phone: _____

Address: _____

Proof of Comp _____



Town of Lowville

5533 Bostwick Street ~ Lowville, New York 13367

(315) 376-8070 ext 233

Town of Lowville Planning, Zoning, Fire Prevention and Building Code Fee Schedule Effective August 1, 2019

Plan Review ~ * See permit application(s) for plan requirements

*Plan Review up to \$50 permit fee	\$50.00
*Plan Review Residential New Construction/Alteration	\$100.00
*Plan Review Multiple Dwelling/Hotels/Motels New Construction/Alteration	\$150.00
*Plan Review Non-Residential	\$200.00

Work Commenced Without Permit

50% Increase in Permit Fee Plus	\$150.00
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Split Permit: Base Fee Plus	\$50.00 per segment
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For new construction of one or two-family house, residential additions and/or attached garage

Up to 200 square feet of floor area	\$50.00
Over 200 square feet	\$50.00 base + 16¢ per sq. ft.

Residential detached garage, storage buildings, decks and additions to these structures only	\$50.00
Over 200 square feet	\$50.00 base + 12¢ per sq. ft.

Manufactured Housing	\$150.00
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Residential Alterations

Up to \$5,000.00	\$50.00
For each \$1,000 over the first \$5,000	\$3.00

For Multiple Dwelling/Hotels/Motels:

Up to three (3) Dwelling Units	\$150.00 base fee + 18¢ per sq. ft.
Additional Units	\$75.00

Non-Residential Buildings and Structures

Structures, additions up to \$100,000.00 in value	\$150.00 base fee + 18¢ per sq. ft.
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Non-Residential Buildings and Structures, additions over \$100,000.00

\$100,001.00 to \$5,000,000.00	\$300.00 for first \$100,000.00 + \$3.00 for each additional \$1,000.00
Over \$5,000,001.00	\$12,000.00 for first \$5,000,000.00 + \$3.00 for each additional \$1,000.00

Non-Residential Alterations

Up to \$5,000.00	\$60.00
For each \$1,000.00 over the first \$5,000.00	\$4.00

Building Permit Renewal	\$50.00
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Furnace and Boiler	\$50.00
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Solid Fuel Burning Device/Chimney	\$50.00
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Demolition Permit	\$50.00
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Swimming Pool

Above Ground Pool	\$50.00
Above Ground Pool with Deck	\$100.00
In-Ground Pool	\$150.00

Septic System

Septic System & Septic Alteration	\$100.00*
* Includes Plan Review Fee	

Floodplain Permit

\$150.00 plus fees*

* Includes \$50 Plan Review Fee

Inspections

Day Care/Foster Home	\$75.00
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School Inspections

Private schools, storage, office and bus garages	\$110.00
Public Schools and Student Occupied Buildings	\$160.00

Occupancy Permit

If a permit is in effect	No Fee
If there is No permit in effect	\$75.00
The first and second temporary certificate of occupancy compliance, each	\$15.00
The third temporary certificate of occupancy/compliance	\$50.00

Operating Permit

Inspection required for issuance of an Operating Permit	\$30.00 per hour
Re-Inspection Fee – If the original inspection fails and another inspection needs to be performed	\$30.00

Planning and Zoning Applications

Zoning Permit	\$100.00
For buildings or structures that do not require a building permit but are covered under zoning requirements	

Sign Permit	\$100.00
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Planning Board Applications – Site Plan Review or Special Use Permit	\$150.00 Plus Fees*
*See Chapter 230 and /or 250-110	

Subdivision Fees

Minor Subdivision 2 to 4 Lots	\$100.00 Plus Fees*
*See Chapter 230 and /or 240-6	
Major Subdivision	\$150.00 Preliminary
Plus \$25.00 per lot and \$50.00 for Final Review Plus Fees*	*See Chapter 230 and /or 240-6

Zoning Board of Appeals Applications	\$200.00
Special Meeting for Planning or Zoning Board	\$225.00
Applications Requiring Stormwater Management and Erosion Control Review Per Chapter 198	\$200.00

Town Board

Application For A Zone Change	\$50.00 Plus Fees*
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