

TOWN OF HARRIETSTOWN

BUILDING PERMIT APPLICATION

- 1.** No person, firm or corporation shall commence the erection, construction, enlargement, alteration, removal, improvement, demolition, conversion or change in the nature of occupancy of any building or structure; or install plumbing or heating equipment; or cause the same to be done, without first having applied for and obtained a permit from the Enforcement Official of the Town.
- 2.** A permit shall not be required for the performance of ordinary repairs which are not structural in nature; however any construction or repair work not requiring a building permit must nevertheless be done in conformance with the New York State Uniform Fire Prevention and Building Code 19 NYCRR, and any and all other State and local statutes.
- 3.** Amendments to the application, or the plans and specifications accompanying the same may be filed at any time prior to the completion of work, subject to the approval of the Code Official.
- 4.** A building permit shall be effective to authorize the commencing of work in accordance with the application, plans and specifications on which it is based, for a period of twelve (12) months after the date of its issuance. Work shall be substantially completed twelve (12) months after the start of the project. All work shall conform to the approved application, plans and specifications. For good cause, the Code Enforcement Officer may allow a maximum of two (2) extensions of the permit, of one (1) year each, if seeing evidence that work is progressing. If the project cannot be completed within the allowed time period, additional extensions must be approved by the Town Board.
- 5.** The Code Enforcement Officer may revoke a permit where he finds:
 - a. There has been any false statement or misrepresentations made as to a material fact in the application.
 - b. The permit was issued in error and should not have been issued in accordance with applicable law.
 - c. Work is not being performed in accordance with application provisions, plans or specifications.
 - d. The person to whom a permit has been issued fails or refuses to comply with a Stop Work Order.
- 6.** The Code Enforcement Officer may issue a Stop Work Order whenever he has reasonable grounds to believe that such work is being performed in an unsafe and dangerous manner, or for any of the reasons stated in #5, or any other legally applicable reason.
- 7.** The Code Enforcement Officer and/or his agents may, upon the showing of proper credentials and in the discharge of his duties, enter the property, structure or premises for the purpose of inspection as provided in the Code, or for the investigation of a complaint.
- 8.** A Certificate of Occupancy is required upon completion of new home construction.
- 9.** A Certificate of Compliance may be required depending upon the nature of the project. The Code Official will make such a determination and may require certain tests in order to furnish said proof of compliance. All electrical work requires a third party inspection prior to the issuance of a Certificate of Occupancy/Compliance.
- 10.** Responsibility for obtaining a building permit, daily inspections, and any necessary Certificates upon Completion shall be that of the Owner of Record.

PLEASE PRINT OR TYPE ALL INFORMATION BELOW

DATE: _____

PROPERTY OWNER: _____

MAILING ADDRESS: _____

TELEPHONE NUMBER, HOME: _____ CELL: _____

APPLICANT, IF OTHER THAN OWNER: _____

MAILING ADDRESS: _____

TELEPHONE NUMBER, HOME/BUSINESS: _____ CELL: _____

E-911 ADDRESS OF PROPERTY WHERE WORK IS BEING PERFORMED:

STREET ADDRESS _____ CITY _____ ZIP CODE _____

TAX IDENTIFICATION # _____ LOT SIZE: _____

BUILDING TO BE OCCUPIED AS: _____ PRIVATE _____ COMMERCIAL _____

IS THIS A CHANGE IN THE PRIMARY USE OF THE BUILDING? YES _____ NO _____ NEW _____

ESTIMATED COST OF CONSTRUCTION \$ _____ SQ. FOOTAGE: _____

SETBACKS, MEASURED FROM FOUNDATION: FRONT YARD _____ FT.

REAR YARD _____ FT. CLOSEST SIDE YARD _____ FT.

TYPE OF CONSTRUCTION/DESCRIPTION (CHECK ALL THAT APPLIES)

BUILDING

- ___ Single Dwelling
- ___ Double Dwelling
- ___ Duplex Dwelling
- ___ Apartment Bldg.
- ___ Condominium
- ___ Town House
- ___ Office Building
- ___ Store
- ___ Hotel
- ___ Motel
- ___ Factory
- ___ Shop
- ___ Church
- ___ Garage
- ___ Warehouse
- ___ Storage
- ___ Deck
- ___ Addition
- ___ Other _____

CONSTRUCTION

- ___ Concrete Block
- ___ Frame Construction
- ___ Brick
- ___ Tile
- ___ Steel
- ___ Reinforced Concrete
- ___ Other _____

EXTERIOR

- ___ Siding
- ___ Shingles
- ___ Stucco
- ___ Paper
- ___ Aluminum
- ___ Other _____

BEDROOMS

of Bedrooms _____

HEATING

- ___ Oil Hot Water
- ___ Hot Air/HVAC
- ___ In Floor/Radiant

PLUMBING

Type _____
 # of Baths _____
 # of Toilets _____
 # of Faucets _____

ROOF

- ___ Shingles
- ___ Slate
- ___ Tile
- ___ Gravel
- ___ Board
- ___ Metal
- ___ Paper
- ___ Other _____

BASEMENT

- ___ Full Basement
- ___ Half Basement
- ___ Quarter Basement
- ___ Floor
- ___ Laundry
- ___ Recreation Room

PORCHES

of Porches _____
 # of Glassed in _____
 # of Open _____
 Other _____

FUEL TYPE

- ___ Propane/LP
- ___ Fuel Oil

DIMENSIONS

Overall _____

BRIEFLY DESCRIBE THE WORK BEING DONE:

PLANS AND SPECIFICATIONS MUST ACCOMPANY THIS APPLICATION

New York State laws require that all plans, drawings, and specifications relating to the construction or alteration of a building or structure which must be filed with a Building Code Official, must be stamped with the seal of an architect or professional engineer (N.Y. Educ. Law §7307 and Title 19 NYCRR Part 1203.3(a)(3)(1)).

Exemptions, Not Requiring an Architect's or Professional Engineers Stamp or Seal. The following exceptions do not require the stamp or seal of a licensed, registered architect or professional engineer (N.Y. Educ. Law § 7307(5)):

- Farm buildings and other buildings used solely and directly for agricultural purposes;
- Single family residential buildings 1500 square feet or less, not including garages, carports, porches, cellars, or uninhabitable basements or attics.
- Alterations, costing \$20,000 or less, if these alterations do not involve changes affecting the structural safety or public safety of the building or structure

CONTRACTOR AND DESIGN PROFESSIONAL INFORMATION (IF APPLICABLE)

Contractors MUST provide a Certificate of Insurance, naming the Town of Harrietstown as Certificate Holder. If the job does not require a contractor, the Affidavit of Exemption on Page 5 of this Application MUST be completed.

Architect or Engineer: _____

Address: _____ Phone # _____

General Contractor: _____

Address: _____ Phone # _____

Electrical Contractor: _____

Address: _____ Phone # _____

Plumbing Contractor: _____

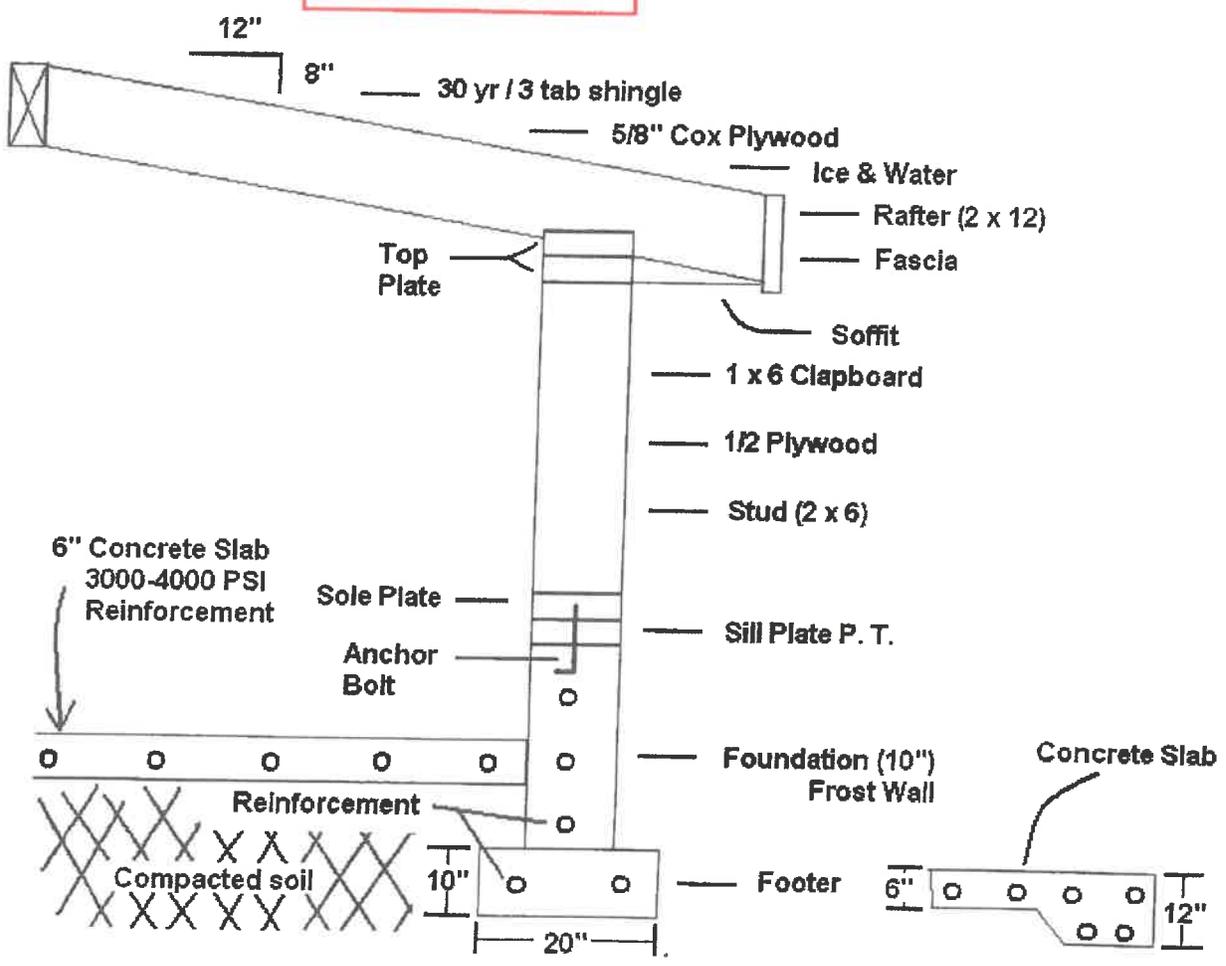
Address: _____ Phone # _____

For any permit not requiring stamped plans per State Education Law, Sections 7307 and 7209, please provide design plans for construction by either attaching a copy of the plans to this application, or sketching a detailed diagram on the back of this page.

Please include the name of street, correct distance from foundation to lot lines, including frontage (side and rear distances). Indicate where water supply and sewer lines are or will be located including distance apart, depth, etc. If construction is to be an addition to an existing building or an accessory building (garage, storage shed, etc.) indicate the size of current building and distance from foundation to lot lines or addition and/or accessory building.

NOT TO SCALE

EXAMPLE



Lay-out
with setbacks



Elevation



Street Name



New York State Department of Labor

Division of Safety and Health
Gov. W. Averell Harriman State
Office Building Campus
Albany, NY 12240

Required Insurance

The *only* forms that are accepted as proof of **Workers' Compensation Insurance** are:

<i>Form #</i>	<i>Form Title</i>
C-105.2	Certificate of Workers' Compensation Insurance
CE-200	Certificate of Attestation of Exemption – (no employees)
U-26.3	State Insurance Fund Version of the C-105.2 form.
SI-12	Certificate of Workers' Compensation Self-Insurance.
GSI-12	Certificate of Group Workers' Compensation Self-Insurance.
GSI-105.2	Certificate of Participation in Workers' Compensation Group Self-Insurance

For forms or general questions, contact the Workers' Compensation Board, Bureau of Compliance at (518) 486-6307. You can print forms from their website at www.wcb.state.ny.us.

New York State requires **Disability Insurance** if you are a “covered employer” as defined by New York State Law. The *only* forms that are accepted as proof of **Disability Insurance** are:

<i>Form #</i>	<i>Form Title</i>
DB-120.1	Certificate of Disability Benefit Insurance
DB-155	Certificate of Disability Benefit Self-Insurance
CE-200	Certificate of Attestation of Exemption – (no employees)

For forms or general questions, contact the Disability Benefits Bureau at (518) 486-6307.

We do not accept ACORD Forms as proof of insurance coverage.

You must use uniform and consistent Company or Entity names on all forms submitted.

All insurance forms submitted must show current coverage!

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 the 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
- ✦ 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 this permit:

Sworn to before me this _____ day of _____

(County Clerk or Notary Public)

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

**NOTICE OF UTILIZATION OF TRUSS TYPE CONSTRUCTION,
PRE-ENGINEERED WOOD CONSTRUCTION AND/OR TIMBER
CONSTRUCTION IN RESIDENTIAL STRUCTURES**
(In accordance with Title 19 NYCRR PART 1265)

Town of Harrietstown Franklin County New York

TO: Edwin K. Randig Code Enforcement Officer New York State Registry # 0597-7257B

OWNER OF PROPERTY: _____

SUBJECT PROPERTY (ADDRESS AND TAX MAP NUMBER):

PLEASE TAKE NOTICE THAT THE (CHECK ALL THAT APPLY):

- New Residential Structure
- Addition to Existing Residential Structure
- Rehabilitation to Existing Residential Structure

**TO BE CONSTRUCTED OR PERFORMED AT THE SUBJECT PROPERTY REFERENCE
ABOVE WILL UTILIZE**
(check each applicable line):

- Truss Type Construction (TT)
- Pre-Engineered Wood Construction (PW)
- Timber Construction (TC)

IN THE FOLLOWING LOCATION(S) (CHECK APPLICABLE LINE):

- Floor Framing, Including Girders and Beams (F)
- Roof Framing (R)
- Floor Framing and Roof Framing (FR)

SIGNATURE: _____ **DATE:** _____

PRINT NAME: _____

CAPACITY (Check One): Owner Owner's Representative

APPLICANT CERTIFICATION:

As owner or authorized representative of the building, structure or land to which this permit applies, I agree to save the Town of Harrietstown harmless from any and all damages, judgements, costs or expenses which said Town may incur or suffer by reason of the granting of this permit. I acknowledge that noting contained herein, including the application and any approval herein granted for a project, shall be construed as an assertion of compliance with any requirements of the provisions of the Adirondack Park Agency Act or the Department of Health or the Department of Environmental Conservation of the State of New York Rules and Regulations. The Town of Harrietstown makes no representation pertaining to the applicant's compliance with any governmental laws, rules or regulations other than the Building Code of the Town of Harrietstown and assumes no obligation for notification and coordination therewith. The Town of Harrietstown also makes no representation as to the existence of any other public right or the private rights of an individual or corporation with respect to a project.

Signature of Owner

IF THE OWNER'S SIGNATURE IS NOT PRESENT ABOVE, A SIGNED AUTHORIZATION MUST ACCOMPANY THIS APPLICATION.

AS APPLICANT, I hereby certify that the information contained in this application is correct and that I am aware of the requirements of the New York State Uniform Fire Prevention and Building Code and the Building and Zoning/Land Use Codes of the Town of Harrietstown.

Signature of Applicant (if different from owner)

OFFICE USE ONLY: ALL APPLICABLE FEES ARE NON-REFUNDABLE

I have reviewed this application for compliance with applicable provisions of the Town of Harrietstown Code, and the New York State Uniform Fire Prevention and Building Code 19NYCRR; and find it

To Be In Compliance. You are hereby **ACCEPTED** on this _____ day of _____, 20__

NOT To Be In Compliance. You are hereby **DENIED** this _____ day of _____, 20__

REASON for Denial: _____

Code Enforcement Officer _____, Town of Harrietstown

Building Permit # _____ Date of Issuance _____

Building Permit Fee \$ _____ Date of Payment _____

Building Permit Fee for Residential Construction (.20 per cubic foot, + \$40.00 base fee) _____ ft.

Building Permit Fee for Commercial Construction (.25 per cubic foot, + \$40.00 base fee) _____ ft.

Other fees by Type _____

Description/Permit Type



Development in the Adirondack Park - Potential State & Federal Permitting Agencies

In addition to local (town/village/county) building or subdivision permits, please be aware that you may also need a separate permit from one or more of the following state/federal agencies (this list may not be comprehensive). It is the landowner's responsibility to obtain the appropriate permits for a project.

NYS Adirondack Park Agency
Jurisdictional Inquiry (JIF) Office
PO Box 99
Ray Brook, NY 12977
(518) 891-4050
www.apa.ny.gov

APA Permits/Approvals may be needed for:

- Construction of dwellings
- Subdivisions of land
- Activities in or affecting wetlands
- Change in use of certain buildings
- New commercial & industrial uses
- Towers & other structures over 40 feet in height
- Shoreline structures (including retaining walls)
- Waste disposal areas
- **Other activities - please contact APA, ask for the Jurisdictional (JIF) Office**

Department of Health
NYS DOH District Offices

Saranac Lake (Essex, Franklin, Hamilton) (518) 891-1800	Glens Falls (Saratoga, Warren, Washington) (518) 793-3893
Canton (St. Lawrence) (315) 386-1040	Herkimer (Fulton, Herkimer) (315) 866-6879
Watertown (Jefferson, Lewis) (315) 785-2277	

County DOH Offices (administer NYS DOH jurisdiction)
Clinton County DOH (518) 565-4870
Oneida County DOH (315) 798-5064

DOH Permits may be needed for:

- Septic systems
- Realty Subdivisions (5 or more lots, each lot 5 acres or less in size within any 3 year period)
- Shared ("community") household water supplies
- Food service establishments
- **Other activities - please contact DOH**

NYS Department of Transportation
NYS DOT Regional Offices

Region 1 Office (Essex, Saratoga, Warren, Washington) Albany, NY (518) 457-3522	Region 2 Office (Fulton, Hamilton, Herkimer) Utica, NY (315-793-2447)	Region 7 Office (Clinton, Franklin, Jefferson, Lewis, St. Lawrence) Watertown, NY (315) 785-2333
---	---	--

DOT Permits may be needed for:

- Work in State Highway ROWs including new driveway access, underground & overhead utilities
- **Other activities - please contact DOT**

NYS Department of Environmental Conservation
Regional Permit Administrator

DEC Region 5

Headquarters
PO Box 296
Ray Brook, NY 12977
(518) 897-1234
(Clinton, Essex, Franklin, Hamilton Counties)

Warrensburg Office
232 Golf Course Road
Warrensburg, NY 12885
(518) 623-1282
(Warren, Washington, Fulton, Saratoga Counties)

DEC Region 6

(Herkimer, Jefferson, Lewis, Oneida, St. Lawrence Counties)
Region 6 Headquarters
317 Washington ST
Watertown, NY 13601
(315) 785-2245

DEC Permits may be needed for:

- Disturbance of bed or banks of streams, lakes, rivers (including bridges, boathouses, shoreline stabilization)
- Large wastewater systems
- Floating objects in navigable waters
- Public water supplies
- Stormwater discharge for construction sites of 1 acre or more
- Solid waste & hazardous waste disposal
- **Other activities - please contact DEC**

US Army Corps of Engineers

Upstate NY Field Office
Watervliet, NY
(518) 266-6350

- Structures in/over/under navigable US waters
- Discharge of dredged or fill material into US waters
- **Other activities - please contact USACE**

Other Potential Agencies*:

Lake George Park Commission

(Docks, moorings, marinas, stormwater in Lake George Basin)
(518) 668-9347

NYS Office of General Services

(Activities on submerged lands owned by NYS)
(518) 474-2195

Hudson River/Black River Regulating District

(Activities on land under the jurisdiction of the HRBRD i.e. docks & marinas on Sacandaga)
(518) 661-5535

Office of Parks, Recreation and Historic Preservation

NY State Historic Preservation Office
(518) 237-8643

*List may not be comprehensive

DEC REQUIREMENTS FOR SMALL CONSTRUCTION PROJECTS

Did you know that if your project disturbs *one or more* acres of land, you **MUST** have a permit for storm water discharges from your site?

Why? Excessive amounts of sediment and debris from construction sites are often washed into local water bodies during a storm. Construction vehicles can leak fuel, oil and other harmful fluids that can be picked up by storm water as well.

What To do? Under a new regulation, the Department of Environmental Conservation (DEC) requires that before starting construction, a Storm water Pollution Prevention Plan (SWPPP) must be developed. The SWPPP is a plan for erosion and sediment control, and for installation of treatment for post-construction runoff. *Before construction activity begins*, a Notice of Intent (NOI) must be filed with the DEC affirming that A SWPPP has been prepared and is being implemented. If you begin construction before filing that NOI and obtaining coverage, you may be subject o A penalty of up to \$37,500 per violation, per day.

Think Ahead! It could take up to sixty (60) business days to get a permit, but often only takes five (5) business days. The length of time depends on the type of construction site involved. It also depends on the existing levels of pollution in the waterbodies to which storm water from the site will discharge.

For More Info Visit the website at: <http://www.dec.ny.gov/> If you don't have web access, you can obtain written material by calling 518-402-8265, Or call the DEC Regional Office at 518-897-1234.

STORMWATER REGULATIONS AND THE CONSTRUCTION INDUSTRY

Storm water Discharges: The construction industry is a critical participant in New York State's efforts to protect our streams, wetlands, rivers, bays and lakes through the use of erosion and sediment control (ESC) practices. As storm water flows over a construction site, it picks up soil, debris, and chemicals and washes them into our water resources. The result is degraded water quality and aquatic habitat. Uncontrolled erosion can also have a significant financial impact on a construction project. It costs money and time to repair gullies, replace vegetation, clean sediment-clogged storm drains, replace poorly installed ESC practices, and repair damage to other people's property or to natural resources.

SOIL EROSION PREVENTION & SEDIMENT CONTROL, AN IMPORTANT RESPONSIBILITY ON ALL SITES
Minimize the area of exposed soil on site: To the extent possible, plan the project in stages to minimize area subject to erosion. The less soil exposed, the easier and cheaper it is to control erosion. Seed disturbed area immediately upon reaching finished grade. Seed or cover stockpiles that will not be used immediately

Protect defined channels with ESC practices adequate to handle expected storm flows: Use stabilizations; sod, geotextile, natural fiber, or riprap to allow channels to carry water without causing erosion. Use softer measures where possible.

Reduce velocity of Storm water: Use ESC practices such as vegetated buffers and check dams to slow down storm water as it travels across and away from the project site. Don't use silt fences or perimeter filters, and never install in streams or ditches.

Keep sediment on site: Maintain 50 feet of clean stone at all access points to accommodate large vehicles. Sweep the construction entrance road often to prevent seepage into storm drains. Do not hose paved areas. Use temporary sediment traps and basins with other permanent measures to retain sediment.

Divert clean water from disturbed soil: Use interceptors and diversion structures to direct flow away from exposed areas toward stable portions of the site.

Maintain all ESC practices to ensure their effectiveness during the life of the project: Regularly remove collected sediment from silt fences, berms, and traps. Maintain sediment controls that protect sensitive areas. Keep geotextiles and mulch in place until vegetation is well established.

HOW TO BE IN COMPLIANCE

If your project will disturb one acre or more of ground, site owners and/or operators are required to:

1. Develop a Storm water Pollution Prevention Plan (SWPPP) and follow it
2. Once a SWPPP is prepared, obtain a Storm water General Permit from DEC
3. Certify, under penalty of law to follow that SWPPP
4. Have a qualified professional perform inspections after ½ inch of rain, as well as weekly to determine compliance.
5. Maintain erosion and sediment control practices and update the SWPPP regularly.
6. Install permanent Storm water Management Practices, as required by and in accordance with DEC Standards.
7. Keep all SWPPP and Inspection forms in a log book on the construction site and available to regulatory staff.

**TOWN OF HARRIETSTOWN
BUILDING PERMIT APPLICATION**

CHECKLIST

-
1. Completed Page 2, Owner/Applicant, Property and Construction/Description Information
-
2. Filled in Architect/Engineer & Contractor information – pg. 3 of the Application
and Not Applicable
 Briefly described the project being applied for, including dimensions.
-
3. Attached 2 sets of project plans Not Applicable
 Engineered Plans Sketch Plan on back of pg. 4 Sketch Plan Attached
-
4. Residential Compliance Checklist ECCCCNYS-2010 Not Applicable
-
5. Completed Notice of Utilization of Truss Type Construction, Pre-Engineered Wood Construction in Residential Structures (Attached) Not Applicable
-
5. Workers' Compensation and Liability Insurance Certificates from Contractors
or
 Completed, Signed and Notarized Affidavit of Exemption - pg. 5 of the Application
-
6. Signed Applicant Certification – pg. 6 of the Application
or
 Included a signed authorization from the owner giving the applicant permission to sign/act on their behalf.
-
7. Other Attachments:
- a. _____
- b. _____
- c. _____

Town of Harrietstown
Building & Planning Department

DAILY INSPECTION FORM

Code Enforcement Officer, Todd David

Cell Phone: 518-281-4622

E-mail: CEO@harrietstown.org

Office Phone: 518-891-0202

Fax: 518-891-9020

**** It is the responsibility of the property owner to notify**
The Building & Planning Department Twenty-Four (24) hours advance of all
required inspections as shown on the building permit application.**

Required Inspections Twenty-Four Hours' Notice is Required!

Site Inspection_____	Foundation:_____
Water & Sewer_____	Framing_____
Plumbing_____	Third Party Electrical_____
Insulation_____	HVAC_____
Final Inspection_____	
Comments_____	

****All Individual Wastewater Treatment Systems and/or Repairs Before
Covering Any Work**

****Final Inspections Shall Be Performed Prior to a Certificate of Occupancy
and/or Certificate of Compliance**

****All Construction Shall Conform to the New York State Uniform Fire
Prevention and Building Code, the New York State Energy Code, and Land Use Code.**

****Per Section 7.302, Article 47 of the New York State Education Law, Building
Plans submitted will bear the Seal and authorized signature of a New York State
Licensed Architect or Engineer.**

**This article shall not apply to residence buildings of gross area of fifteen
hundred (1500) square feet or less (exterior dimensions) nor alterations to any
building or structure costing ten thousand dollars (\$10,000.00) or less which does
not involve changes affecting the structural stability and/or public safety thereof.**