

# Town of Lake Pleasant

## APPLICATION FOR BUILDING PERMIT

Date Received \_\_\_\_\_ Permit Number \_\_\_\_\_

### INSTRUCTIONS

1. A permit must be obtained before beginning any work..
2. All applicable information must be filled out in by typewriter or ink and submitted to the Zoning Officer, Code Enforcement Officer, or the Town Clerk.
3. **A plot plan** showing the location of the lot, property lines, buildings, water supply, and sewer or septic system.
4. **All residential construction larger than 1499 sq. ft. and/or additions costing more than \$20,000.... shall have NYS licensed Architects or Engineers stamped and signed plans.**
5. All commercial construction shall have NYS licensed Architects or Engineers stamped and signed plans. Additions & New Home Construction Fees have changed. Call for new schedule.
6. A **\$15.00 check** made out to the Town of Lake Pleasant **shall be included** with the application.
7. **Copy of Worker's Compensation Insurance** for each project shall be submitted before permit is issued.

**Property Owner:** \_\_\_\_\_ **Location:** \_\_\_\_\_  
**\*Contact Phone Number:** \_\_\_\_\_

**Tax Map #:** \_\_\_\_\_ **Cost of Project:** \_\_\_\_\_

**The person responsible for the project:** \_\_\_\_\_

**The Contractor:** \_\_\_\_\_ **The Architect:** \_\_\_\_\_  
**\*Contact Phone Number:** \_\_\_\_\_

**Occupancy (please check one)**

One-Family Dwelling \_\_\_\_\_  
 Two Family Dwelling \_\_\_\_\_  
 Multiple Dwelling \_\_\_\_\_  
 Commercial \_\_\_\_\_  
 Miscellaneous \_\_\_\_\_

**Type of Improvement (please check one)**

New Building \_\_\_\_\_  
 Addition \_\_\_\_\_  
 Alteration \_\_\_\_\_  
 Demolition \_\_\_\_\_  
 Septic System \_\_\_\_\_  
 Well \_\_\_\_\_  
 Solid Fuel Burning Device \_\_\_\_\_  
 Deck \_\_\_\_\_  
 Other \_\_\_\_\_

(OVER)

**Applicant hereby Grants permission to the Code Enforcement and Zoning Officials to enter the property and/or Structures as frequently as he or she deems necessary to inspect for compliance of the New York State Uniform Fire Prevention and Building Code.**

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Special Conditions on Permit:** \_\_\_\_\_

**Approved By Zoning Officer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Disapproved by Zoning Officer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Reason For Disapproval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by Zoning Board of Appeals:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by Code Enforcement Officer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Denied by Code Enforcement Officer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Reason for Denial:** \_\_\_\_\_

**Site Plan – For Applicants Use**  
**\*\*\*Include Dimensions from Property Lines\*\*\***  
use additional sheets as necessary

## *Workers Compensation and Disability Requirements*

### *Contractors with employees*

Contractors with employees must furnish a copy of their Worker's Compensation Insurance Certificates and Disability Insurance Certificate **once a year.**

#### **These are either:**

(Worker's Comp) **Form # U26.3** from the State Insurance Fund or **#C105.2** from any other carrier  
Form # **DB120.1** - Disability coverage from any carrier.

### *Private Homeowners*

This is for owner occupied residence who are doing the work themselves or hiring someone for less than 40 week. All liability is covered under the homeowner's policy. The homeowner must submit the **Form # BP-1** with each permit application. (These can be obtained at the Codes Office)

### *Business Sole Proprietor*

Business Sole Proprietor with **no employees** doing work on small jobs must fill out a CE-200 on line (this is a certificate of exemption). You must print the form from the website ([www.wcb.state.ny.gov](http://www.wcb.state.ny.gov)), sign & date and submit with **EVERY PERMIT APPLICATION.** They must be Job specific.

# 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:

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

<p>Sworn to before me this _____ day of _____, _____.</p> <p>_____ (County Clerk or Notary Public)</p>
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Once notarized, this BP-1 form serves as an exemption for both workers' compensation and disability benefits insurance coverage.

# **Town of Lake Pleasant**

## **Code Enforcement Department**

**Office: 548-3625 Ext 6**

**Cell: 201-481-9423**

**It is the Responsibility of the Property Owner or the Contractor to give the Code Enforcement Officer a minimum of 24 Hours Notice prior to the need for the following required inspections:**

- 1. FOOTING FORMS - Before Pouring Concrete**
- 2. FOUNDATION FORMS - Before Pouring**
- 3. FOUNDATION - Before Backfill**
- 4. FRAMING – Before Enclosing**
- 5. ELECTRICAL ROUGH-IN - Before Insulation**
  - Electrical Certificate will be required for Certificate of Occupancy**
- 6. PLUMBING & HEATING - Before Enclosing**
- 7. INSULATION - Before Enclosing**
- 8. FINAL INSPECTION**
  
- 9. EXCAVATION FOR SEPTIC TANK - Before Setting Tank**
- 10. SEPTIC SYSTEM - Before Backfill**

# Plot Plan

**Show new construction (including dimensions)  
in relation to buildings, sidelines, waterbodies and water sources  
If engineered plan is not required, Also include detailed diagram of work to  
be done.**



**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.

<p><b><u>NYS Adirondack Park Agency</u></b> Jurisdictional Inquiry (JIF) Office PO Box 99 Ray Brook, NY 12977 (518) 891-4050 <a href="http://www.apa.ny.gov">www.apa.ny.gov</a></p> <p><b><u>APA Permits/Approvals may be needed for:</u></b></p> <ul style="list-style-type: none"> <li>• Construction of dwellings</li> <li>• Subdivisions of land</li> <li>• Activities in or affecting wetlands</li> <li>• Change in use of certain buildings</li> <li>• New commercial &amp; industrial uses</li> <li>• Towers &amp; other structures over 40 feet in height</li> <li>• Shoreline structures (including retaining walls)</li> <li>• Waste disposal areas</li> <li>• <b>Other activities - please contact APA, ask for the Jurisdictional (JIF) Office</b></li> </ul>	<p><b><u>NYS Department of Environmental Conservation</u></b> Regional Permit Administrator</p> <p><b>DEC Region 5</b></p> <table border="0"> <tr> <td>Headquarters PO Box 296 Ray Brook, NY 12977 (518) 897-1234 (Clinton, Essex, Franklin, Hamilton Counties)</td> <td>Warrensburg Office 232 Golf Course Road Warrensburg, NY 12885 (518) 623-1282 (Warren, Washington, Fulton, Saratoga Counties)</td> </tr> </table> <p><b>DEC Region 6</b> (Herkimer, Jefferson, Lewis, Oneida, St. Lawrence Counties)</p> <p>Region 6 Headquarters 317 Washington ST Watertown, NY 13601 (315) 785-2245</p> <p><b><u>DEC Permits may be needed for:</u></b></p> <ul style="list-style-type: none"> <li>• Disturbance of bed or banks of streams, lakes, rivers (including bridges, boathouses, shoreline stabilization)</li> <li>• Large wastewater systems</li> <li>• Floating objects in navigable waters</li> <li>• Public water supplies</li> <li>• Stormwater discharge for construction sites of 1 acre or more</li> <li>• Solid waste &amp; hazardous waste disposal</li> <li>• <b>Other activities - please contact DEC</b></li> </ul>	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)						
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<p><b><u>Department of Health</u></b> NYS DOH District Offices</p> <table border="0"> <tr> <td><b>Saranac Lake</b> (Essex, Franklin, Hamilton) (518) 891-1800</td> <td><b>Glens Falls</b> (Saratoga, Warren, Washington) (518) 793-3893</td> </tr> <tr> <td><b>Canton</b> (St. Lawrence) (315) 386-1040</td> <td><b>Herkimer</b> (Fulton, Herkimer) (315) 866-6879</td> </tr> <tr> <td><b>Watertown</b> (Jefferson, Lewis) (315) 785-2277</td> <td></td> </tr> </table> <p>County DOH Offices (administer NYS DOH jurisdiction)</p> <table border="0"> <tr> <td><b>Clinton County DOH</b> (518) 565-4870</td> <td><b>Oneida County DOH</b> (315) 798-5064</td> </tr> </table> <p><b><u>DOH Permits may be needed for:</u></b></p> <ul style="list-style-type: none"> <li>• Septic systems</li> <li>• Realty Subdivisions (5 or more lots, each lot 5 acres or less in size within any 3 year period)</li> <li>• Shared ("community") household water supplies</li> <li>• Food service establishments</li> <li>• <b>Other activities - please contact DOH</b></li> </ul>	<b>Saranac Lake</b> (Essex, Franklin, Hamilton) (518) 891-1800	<b>Glens Falls</b> (Saratoga, Warren, Washington) (518) 793-3893	<b>Canton</b> (St. Lawrence) (315) 386-1040	<b>Herkimer</b> (Fulton, Herkimer) (315) 866-6879	<b>Watertown</b> (Jefferson, Lewis) (315) 785-2277		<b>Clinton County DOH</b> (518) 565-4870	<b>Oneida County DOH</b> (315) 798-5064	<p><b><u>US Army Corps of Engineers</u></b> Upstate NY Field Office Watervliet, NY (518) 266-6350</p> <ul style="list-style-type: none"> <li>• Structures in/over/under navigable US waters</li> <li>• Discharge of dredged or fill material into US waters</li> <li>• <b>Other activities - please contact USACE</b></li> </ul>
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<p><b><u>NYS Department of Transportation</u></b> NYS DOT Regional Offices</p> <table border="0"> <tr> <td><b>Region 1 Office</b> (Essex, Saratoga, Warren, Washington, Albany, NY) (518) 457-3522</td> <td><b>Region 2 Office</b> (Fulton, Hamilton, Herkimer, Utica, NY) (315-793-2447)</td> <td><b>Region 7 Office</b> (Clinton, Franklin, Jefferson, Lewis, St. Lawrence) Watertown, NY (315) 785-2333</td> </tr> </table> <p><b><u>DOT Permits may be needed for:</u></b></p> <ul style="list-style-type: none"> <li>• Work in State Highway ROWs including new driveway access, underground &amp; overhead utilities</li> <li>• <b>Other activities - please contact DOT</b></li> </ul>	<b>Region 1 Office</b> (Essex, Saratoga, Warren, Washington, Albany, NY) (518) 457-3522	<b>Region 2 Office</b> (Fulton, Hamilton, Herkimer, Utica, NY) (315-793-2447)	<b>Region 7 Office</b> (Clinton, Franklin, Jefferson, Lewis, St. Lawrence) Watertown, NY (315) 785-2333	<p><b><u>Other Potential Agencies*:</u></b></p> <p><b><u>Lake George Park Commission</u></b> (Docks, moorings, marinas, stormwater in Lake George Basin) (518) 668-9347</p> <p><b><u>NYS Office of General Services</u></b> (Activities on submerged lands owned by NYS) (518) 474-2195</p> <p><b><u>Hudson River/Black River Regulating District</u></b> (Activities on land under the jurisdiction of the HRBRRD i.e. docks &amp; marinas on Sacandaga) (518) 661-5535</p> <p><b><u>Office of Parks, Recreation and Historic Preservation</u></b> NY State Historic Preservation Office (518) 237-8643</p> <p><i>*List may not be comprehensive</i></p>					
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# Town of Lake Pleasant

## Village of Speculator

Code Enforcement Department

### Fee Schedule (Revised 7/1/2017)

#### **New Construction:**

Buildings up to 1500 square feet.....	\$100.00
1500 sf to 3000 sf.....	\$150.00
Over 3000 sf.....	\$200.00
Septic Systems.....	\$35.00

#### **Additions:**

Additions up to 250 sf.....	\$50.00
250 sf to 500 sf.....	\$100.00
Over 500 sf.....	\$150.00
Decks/ Porches.....	\$35.00

All other permits are \$25.00, including Alterations (to building, electrical, plumbing, HVAC, not counting minor repair or maintenance), Wells, Sheds, Solid Fuel Burning Devices, Renewals, and Demolition.

Construction and Demolition. This type of debris can only be brought to the Transfer Station Tuesday thru Friday and is paid for by weight. (Please see next page for sample form.)



Date: \_\_\_\_\_

To: Demolition/Construction Permit Holder

# \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Enclosed please find a copy of the weight of your Demolition/Construction debris brought to the Lake Pleasant Transfer Station. This billing is computed at \$65.00 per ton of C&D Material. (Subject to change)

Amount Due: \_\_\_\_\_

Please make checks payable to: (and mail to same at)

TOWN OF LAKE PLEASANT

P.O. Box 358, Rt. 8, Town Hall

Speculator, N.Y. 12164

% Town Clerk Deborah O'Rourke

Payment is due 30 days from the above notice date.

Thank you,

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Deborah O'Rourke