

TOWN OF SCHROON
Zoning / Building / Fire Codes Department
P.O. Box 578
Schroon Lake, N.Y. 12870
Phone: 518-532-7737 X15, Fax: 518-532-9474
codes@schroon.net

Building Permit Application:

This form applies where work is conducted pursuant to a building permit that must be visually inspected by the Codes Enforcement Office and must conform to the New York State Uniform Fire Prevention and Building Code, the Ordinances of the Town of Schroon, and all other applicable codes, rules, or regulations. A Zoning Permit or Special Permit may also be required. 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 Schroon 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, renovation, removal, or demolition of any building or structure, and BEFORE the installation of heating equipment or wood burning devices.

A Building Permit is Not Required for necessary repairs which do NOT involve material alteration of structural features, plumbing, electrical, or heating/ ventilation systems; removes or changes to any required means of egress; for agricultural buildings such as dairy barns and poultry houses; erecting fences; constructing non-commercial storage facilities under 144 Square Feet; and cost less than \$10,000.00.

It is the Owner's Responsibility to contact the Code Enforcement Office at the Town Hall at least 72 hours before the owner wishes to have an inspection conducted. NYS Uniform Fire Prevention and Building Code requires the following construction inspections: work site and plan review; footing and foundation; framing; building systems (electric, plumbing, fire/ smoke and carbon monoxide detectors, and heating/ ventilation); insulation; fire resistant penetration and construction (blocking, etc.); solid fuel burning appliances (chimney, flue, and vents); energy code compliance; and final inspection. More than one inspection may be necessary, especially for "internal work" which will eventually be covered from visual inspection by additional work (i.e. electrical or plumbing work later to be covered by insulation or a wall). **Do not proceed to the next step of construction if such "internal work" has not been inspected.** Otherwise, work may need to be removed at the owner's or contractor's expense to conduct the interior inspections. Close coordination with the Code Enforcement Office will greatly reduce this possibility.

The Owner hereby agrees to allow the Code Enforcement Office to inspect the sufficiency of the work being done pursuant to this permit, and any other non-work related issues or violations which are readily discernible from such inspections.

New York State Law, Section 125 requires contractors to maintain Worker's Compensation and Disability Insurance for their employees. **Worker's compensation and disability benefits are necessary if wages are to be paid to anyone working on the project.** No permit will be issued unless current valid Worker's Compensation and Disability Insurance Certificates are attached to this application. General Contractors must provide proof that they are in compliance with Section 57 of the Worker's Compensation Law with one of the following forms that indicate they are: Insured (C-105.2 or U-26.3); Self-Insured (SI-12); or are Exempt (CE-200). If the owner is listed as General Contractor, they must file a form BP-1 with the permit application.

Project Cost includes 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 manufactured home, Do Not include the purchase price of the unit. Project costs does include direct costs for wells, septic systems, electrical hook-ups, foundation systems, etc.

The Town Assessor Office will be able to help you determine the Tax Map Number, Zoning, and if the project is in a flood plain, or is designated as a wetland; or under APA or DEC jurisdiction.

Plans and specifications describing the proposed work are to be submitted with the application, in accordance with the State Education Law. The original seal and signature of a licensed, registered architect or professional engineer must be affixed to all plans submitted (except residential buildings fewer than 1,500 square feet of living space, or for alterations/ renovations costing under \$10,000.00). **Stamped plans are required for homes 1,500 square feet or more, all commercial buildings, and all structural alterations.** Plans should include site work (well, septic, etc.) and landscaping; elevations; sections; dimensions; snow load; wind load; and schedules. Square Footage is based on the outside dimensions of the building and shall include habitable or occupied basements and attached garages.

Undertaking activity that requires a building permit prior to obtaining such a permit is prohibited. In considering what action to take in specific cases, the Codes Department will evaluate violations based on prior experiences and circumstances with the applicant and other relevant factors. **An additional 50% of the application fee will be charged as a penalty for starting a project without a permit.**

Application Fee shall be set by the Town of Schroon, and payment shall be in form of a check, money order, or government voucher made payable to the "Town of Schroon" and presented with the completed application. Please see the attached sheet to determine the correct amount/ fee. The application fee does NOT include the fees charged by outside agencies which do the required electrical inspections or other third party inspectors.

If a "Certificate of Occupancy" is required, the structure shall NOT be occupied until said certificate has been issued.

Work undertaken pursuant to this permit is conditional upon and subject to any state and federal regulations relating to asbestos or other hazardous material.

This permit does not include any privilege or encroachment in, over, under, or upon any street, road, or right-of-way.

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

The Building Permit Card must be displayed so as to be visible from the street nearest the site of the work being conducted.

STATEMENT:

I, _____, the named applicant, hereby attest that I am the lawful owner of said property described, Tax Map # _____ within, or am the lawful agent of said owner and affirm under penalty of perjury that all statements made by me on this application are true.

Signature: _____ Date: _____