Change of Use/Occupancy
Permit Application

Dear Applicant:

Attached is a Lewis County Building Permit Application and Fee Schedule. This application is for use only in communities where the County of Lewis is responsible for enforcement of the Building Codes of New York State. The permit applied for with this form applies only to the Building Codes of New York State and has no bearing on the other local, State, or Federal regulations, such as zoning or floodplain ordinance, etc.

The permit fee must be submitted to the Lewis County Building & Codes Office with the completed application. Please make all checks payable to the Lewis County Clerk and mail to the Lewis County Building & Codes Department, 7660 North State Street, Lowville, New York 13367.

The approved permit and all correspondence will be mailed to the owner at the address indicated on the application.

It is the responsibility of the owner to see that the Lewis County Code Enforcement Officer is notified when the project will be ready for the next inspection.

If you have any questions, please contact the Lewis County Building & Codes Office at (315) 376-5377.

Sincerely,

Ward Dailey
Senior Code Enforcement Officer

Attachment
Change of Use/Occupancy
Permit Application

Date _______________ Municipality ______________________ Permit # _______________

Tax Map # ________________________________ ZBA Planning Board Approval Required YES or NO

Current Occupancy: ________________________________ Zone ________________

Change to Occupancy: ________________________________

Owner Name: ________________________________ Phone # ________________

Mailing address: ____________________________________________

Project 911 Address: ____________________________________________

Description of Project: ____________________________________________

Contractor Name & Address: ________________________________ Phone: ________________

Is new use located in a Flood Zone? Yes ____ No ____

A Change of Occupancy must comply with mandates of existing building code. Engineered
documents as required by State Educational Law must be submitted.

To apply for a Building Permit, you MUST provide a completed application and a check payable to the
Lewis County Clerk for the application fee, two (2) copies of a Building Plan, or Floor Plan, and an
approved Zoning / Land Use Permit where required by your municipality.

Applicant Signature: ________________________________ Date: ________________

Code Official Signature: ________________________________ Date: ________________

Change of Occupancy Fee - $75.00
SCOPE OF WORK

Structural: __________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Electrical: __________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Requires Third Party Electrical Inspector

Plumbing: __________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Mechanical: _________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Additional Project Details: ____________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
STATEMENT OF WORKERS’ COMPENSATION
(CONTRACTOR)

As the contractor of record for this permit application, I understand that I am responsible for proof of Workers’ Compensation or proof of Exemption from Workers’ Compensation. I agree I will provide proof of Workers’ Compensation or proof of Exemption to the Lewis County Building and Codes Office. I understand that the proof will be filed for a period of one (1) year.

__________________________________________  __________________________
Signature of Contractor                                Date Signed

__________________________________________
Contractors Name Printed

THIS PERMIT COVERS ONLY THE WORK DESCRIBED IN THIS APPLICATION.

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 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 THE PERFORMANCE OF CONSTRUCTION.

__________________________________________  __________________________
Signature of Applicant or Authorized Agent                                Date

I, the undersigned, Code Enforcement Officer of the County of Lewis, hereby (approve) (deny) the within application for a building permit.

____________________________  __________________________
Date                                Code Enforcement Officer