



## OFFICE OF LEWIS COUNTY CODE ENFORCEMENT

7660 North State Street  
Lowville, New York 13367  
Telephone: (315) 376-5377  
Fax: (315) 377-3137

### 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,

A handwritten signature in black ink that reads "Ward Dailey".

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

(1)  
**SCOPE OF WORK**

Structural:

---

---

---

---

---

---

Electrical:

---

---

---

---

Requires Third Party Electrical Inspector

Plumbing:

---

---

---

---

Mechanical:

---

---

---

---

Additional Project Details:

---

---

---

---

---

---

(2)  
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 \_\_\_\_\_

(3)