



BUILDING AND CODES
P: 315-376-5377 | F: 315-377-3137

7660 North State Street
Lowville, NY 13367
lewiscounty.org

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". The signature is written in a cursive, slightly slanted style.

Ward Dailey
Senior Code Enforcement Office

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 _____