RESIDENTIAL BUILDING 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
Residential Building Permit Application

Date ________________________________ Census Code __________________________
Tax Map # ________________________________
Construction Start Up Date __________________________ Application Fee $ __________________________
Property Owner’s Name __________________________ Phone __________________________
Mailing address ____________________________________
Contractor Name __________________________ Phone __________________________
Mailing address ____________________________________
Project Address (911 address) __________________________ Town __________________________
Description of Project ☐ New Construction   ☐ Addition
Total Square Footage of New Building/Structure ________________ Length X Width ________________
Total Square Footage of Addition ________________ Length X Width ________________
Number of Stories ______ Story Height ________ Number of Rooms ________ Number of Bedrooms ________
Number of Toilet Rooms ______ Square Footage of Garage _____ Basement Type ( ) Full ( ) Partial ( ) Crawl ( ) Slab
Type of Heat__________ Fuel Type__________ Septic System ( ) Yes ( ) No Pressurized Water Supply ( ) Yes ( ) No
Is the project site in a Flood Zone (Yes or No) All construction on properties within FEMA Designated Flood Hazard Zones will require a Flood Plain Development Permit along with an Elevation Certificate by a Licensed Land Surveyor.
* Driveways may be subject to regulation, applicant is responsible to contact entity that controls road Right of Way prior to installation.

To apply for a Building Permit, you MUST provide this Application filled out, a check payable to the Lewis County Clerk for the application fee, One (1) copy of a Plot Plan, Two (2) copies of a Building Plan, or Floor Plan, and an approved Zoning / Land Use Permit where required by your town.

Residential Fee Schedule

<table>
<thead>
<tr>
<th>Value of Work (materials &amp; labor) - $</th>
<th>For Brackets A-D</th>
</tr>
</thead>
<tbody>
<tr>
<td>$35.00 base - Plus Bracket</td>
<td></td>
</tr>
</tbody>
</table>

If the total square foot of your structure falls within a bracket, that bracket shall be used to determine the total fee. **Note:** Only non-habitable single story structures with a 6’ separation (up to 144 sq. ft.) will require no fee. Any of greater dimension, the entire footage is utilized for calculating fee.

One or two family dwellings, camps, additions, decks, mobile & modular homes and residential garages and residential storage buildings.

Bracket (A) from 145 to 2000 sq. ft. = 15¢ per sq. ft. Bracket (B) from 2001 to 3500 sq. ft. = 15¢ per sq. ft.
Bracket (C) from 3501 to 4500 sq. ft. = 20¢ per sq. ft. Bracket (D) over 4500 sq. ft. = 30¢ per sq. ft.
Bracket (E) **ATTACHED** residential garages, additions, storage buildings, decks, and porches up to 144 sq. ft. $25.00
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 obligation 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 that 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 for 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 forty (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 of pay individuals a total of forty (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 WC/Db-100 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 forty (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) ______________________________

Home Telephone Number: ______________________________

(Property Address that requires the building permit:

____________________________
____________________________
____________________________
____________________________

Sworn to before me this _______ day of __________________, __________.

____________________________
(County Clerk of Notary Public)

Once notarized, this Form BP-1 serves as an exemption for both workers’ compensation and disability benefits insurance coverage.

BP-1 (9-07) NY-WCB
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

STATEMENT OF ENVIRONMENTAL CONCERN  
(HOMEOWNER)

This Statement confirms that I have read and been made aware that the New York State Department of Environmental Conservation requires a State Pollution Discharge Elimination System Permit (S.P.D.E.S.) for disturbance of property greater than one (1) acre; this is to include the driveways, location of house and all outbuildings and pools.

For more information, you are strongly urged to contact the D.E.C Bureau of Water Permits at (518) 402-8111 or online at www.dec.ny.gov

State imposed fines for a violation of this law can be a substantial $37,500 per day. If in doubt, call New York State Department of Environmental Conservation.

_________________________  ____________________________
Signature of Homeowner     Date Signed

_________________________
Homeowners Name Printed
Building Details

1. **Soil Type** – (circle one) Sand, Gravel, Clay, Bedrock

2. **Type of Foundation** – (circle one) Poured Concrete, Concrete Block, Frost Protected Shallow, Permanent Wood
   a) Wall thickness_________ Height ___________ Reinforcement________________________
   b) Size of Footing (Width & Thickness) ___________ Reinforcement______________________
   c) Depth below Finished Grade (to bottom of footer) _________________________________
   d) Additional Foundation Details (Describe) __________________________________________
   e) Seismic Zone: B    C

   Typical Foundation Requirements
   • Anchor Bolts ½ dia. “ELL” or “J”, 7” min embedment, 12” max from plank ends, 6’ max center to center spacing.
   • Continuous Footing Drain to Daylight or Drywell
   • Foundation waterproofing is required
   • Foam insulation on the interior must be covered with minimum ½” Gypsum wallboard.

3. **Floor Framing**
   a) Floor joist (Size, Spacing, Span) ________________________________________________
   b) 2nd floor joist (Size, Spacing, Span) ____________________________________________
   c) Sub flooring (type and size) ____________________________________________________
   d) Carrier beam (type and size) LVL_______ Solid Sawn _________ Steel______________

   Typical Details
   • Joist hangers or 1.5 inch ledger may be required
   • Bridging may be Required - 1 continuous row at mid span of joist
   • Floor posts – 3 inch diameter min.
   • Adjustable “Lally Columns” are not acceptable.
   • Open web & I Joist must be fire protected.

4. **Wall Framing**
   a) Exterior (circle one) Wood, Steel Size and Spacing______________________________
   b) Interior (circle one) Wood, Steel Size and Spacing______________________________
   c) Sheathing (Type and Thickness) _________________ Wall Bracing __________________
   d) Window/Door Headers (Size and Span) __________________________________________
   e) Exterior Siding __________________________________________________________________
5. **Roof Framing** – (circle one) Rafters, Manufactured Trusses
   a) Size and Spacing __________________________ b) Roof Pitch __________________________
   c) Ridge board used (size) __________________________ d) Structural Ridge __________________________
   e) Sheathing Used (Type and Thickness) __________________________

   **Typical Details**
   - Engineered Products must be installed as/per manufacturers instructions.
   - Rafters may require engineered design.
   - Hurricane Clips may be required.
   - Manufactured Truss Documents must be provided, Truss Type Construction Sheet signed, and Truss ID Placard placed.

6. **Roof Covering**
   a) Underlayment __________________________
   b) Cover materials __________________________

   **Typical Details**
   - Ice and Water Shield shall extend from eaves to min 24” inside the exterior wall line.
   - Ice and Water Shield may be required in valleys.

7. **Windows and Doors** – Please provide locations and sizes on the Floor Plan.
   - Provide window manufacturer, size, and series.
   - Provide door sizes, how many (Main entry door minimum 36” wide X 6’8”)

   **Emergency Escape and Rescue Openings**
   
   - Basements with habitable space and every sleeping room shall be provided with one operable, egressable window or exterior door meeting the following opening requirements:
     - The net clear openable area shall be no less than **5.7 square feet**.
     - The net clear openable height dimension shall be a minimum of 24 inches. The net clear openable width dimension shall be a minimum of 20 inches. (using both minimum figures will not obtain the required 5.7 square feet.)
     - The finished sill height shall not be more than 44 inches above the floor.

   **Example of Clear Opening Dimensions**

   ![Diagram of clear opening dimensions]

   - 24” MINIMUM
   - 44” MAXIMUM ABOVE FLOOR
   - 5.7 Sq. Ft. CLEAR OPENABLE AREA
   - 20” MINIMUM
8. **Thermal Insulation** – must meet the following requirements

<table>
<thead>
<tr>
<th>Climate Zone</th>
<th>Fenestration U-Value</th>
<th>Ceiling R-Value</th>
<th>Wood Frame Wall R-Value</th>
<th>Floor R-Value</th>
<th>Basement Wall R-Value</th>
<th>Slab &amp; depth</th>
<th>Crawl Space Wall R-Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 Option 1</td>
<td>0.30</td>
<td>49</td>
<td>20 + 5 or 13 + 10</td>
<td>30</td>
<td>15/19</td>
<td>10, 4 ft</td>
<td>15/19</td>
</tr>
<tr>
<td>6 Option 2</td>
<td>0.28</td>
<td>60</td>
<td>23 cavity</td>
<td>30</td>
<td>15/19</td>
<td>10, 4 ft</td>
<td>15/19</td>
</tr>
</tbody>
</table>

**Computer Method**


If you chose to use the computer method to determine your insulation requirements, you must attach a completed REScheck document to your application.

**Typical Energy Code Requirements** –

- Frame walls, floors and ceilings not ventilated to allow moisture to escape, shall be provided with an approved vapor retarder. The vapor retarder shall be installed on the warm-in-winter side of the thermal insulation and fastened to the narrow face of the framing.

- Where the construction technique allows the required R-value of ceiling insulation to be obtained over the wall top plate, R-38 shall be permitted to be used where R-49 is required.

- All New Dwellings are required to be blower door tested for airtightness.

- Blower Door Testing is required, max 3 air changes/hr @ 50 Pascals.

- Heating Systems require design in accordance with ACCA Manual "J".

9. **Stairways** – (Interior and Exterior)

- 36” minimum width
- 6’-8” minimum headroom (as measured from the plane of the tread nosing)
- Stair nosings are required: ¾” min. 1¼” max.

**Rails and Guards are required:**

- Raised floor surfaces 30” or more above grade or adjacent floor surfaces, Required Guards 36” min. height.
- Open stair rails are required 34” min. 38” max. (as measured from the plane of the stair nosing)
- Spaces between vertical and/or horizontal members shall not be large enough to allow a 4” sphere to pass through.
- Handrails shall be graspable and continuous along one side of all stairways.
10. Electrical Information (check all that apply) (All new electrical installations require 3rd party inspection)

Size of electrical entrance: Existing _____ New _____ Amps ______ sub-panel ______
Amps _____ Installing additional outlets _____ Installing additional lights ______
Changing Electrical Entrance ______ Rewiring structure (whole or in part) ______

Smoke Detector - Electric & Battery Backup required (one per bedroom, one outside each bedroom in the immediate vicinity, one per floor all hard wired & interconnected)

Carbon Monoxide Detector – Shall be installed
(1) Within each dwelling unit or sleeping unit, on each story having a sleeping area.
(2) Within each dwelling unit or sleeping unit, on each story where a carbon monoxide source is located.

Heat Detector – Shall be installed in an attached garage

11. Septic System Required (Separate permit required for septic system or leach fields)

a) new ______ existing ______ Type of system _______ # of bedrooms ______
b) Septic Permit # __________ Date __________ # of additional bedrooms ______

12. Water Supply - Requires Test of Potability
(check) New _____ Existing _____ Public _____ Spring _____ Drilled Well _____

(check all that apply) Oil/Gas _____ Solid Fuel _____ Hot Water _____ Hot Air _____ Electric _____

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 ________________

FOR ENFORCEMENT OFFICERS USE ONLY

Approved Zoning Permit Required – YES / NO / NA Type Of Construction ________________

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 __________________________
Use the space below or attach a separate sheet to show the location of the proposed building(s) in relation to all roads public or private, distance proposed building is from all bodies of water, the location of all wells and septic systems, existing and proposed, the distance between buildings and give the road name as well as the names of all adjacent landowners. Also show the lot width and depth, and show the distance of proposed building(s) to all property lines.

NOTE: GIVE THE DISTANCE OF ALL WELL AND SEPTIC SYSTEMS ON NEIGHBORING PROPERTIES TO YOUR PROPOSED WELL/SEPTIC IF CLOSER THAN 150FT.

PLOT DIAGRAM

NAME OF ADJACENT LAND OWNER
YOUR PROPERTY LINES

OWNERS NAME LEFT SIDE

REAR LOT WIDTH

OWNERS NAME RIGHT SIDE

LOT DEPTH

FRONT LOT WIDTH

ROAD NAME

THIS AREA REPRESENTS THE ROAD IN FRONT OF YOUR PROJECT SHOW DRIVEWAY.