



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

7660 North State Street
Lowville, NY 13367
lewiscounty.org

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,

A handwritten signature in black ink that reads "Ward Dailey". The signature is written in a cursive style with a large, looped "D" at the end.

Ward Dailey
Senior Code Enforcement Officer

Attachment

OFFICE OF LEWIS COUNTY CODE ENFORCEMENT
LEWIS COUNTY COURT HOUSE
7660 N. STATE ST.
LOWVILLE, NEW YORK 13367
Phone: (315) 376-5377 Fax: (315) 377-3137

Permit Number _____

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 Value of Work (materials & labor) - \$ _____

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. **For Brackets A-D \$35.00 base - Plus Bracket**

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 or 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: _____

(Homeowner's Name Printed)

Property Address that requires the building permit:

Sworn to before me this _____ day of _____, _____. _____ (County Clerk of Notary Public)
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Once notarized, this Form BP-1 serves as an exemption for both workers' compensation and disability benefits insurance coverage.

**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.

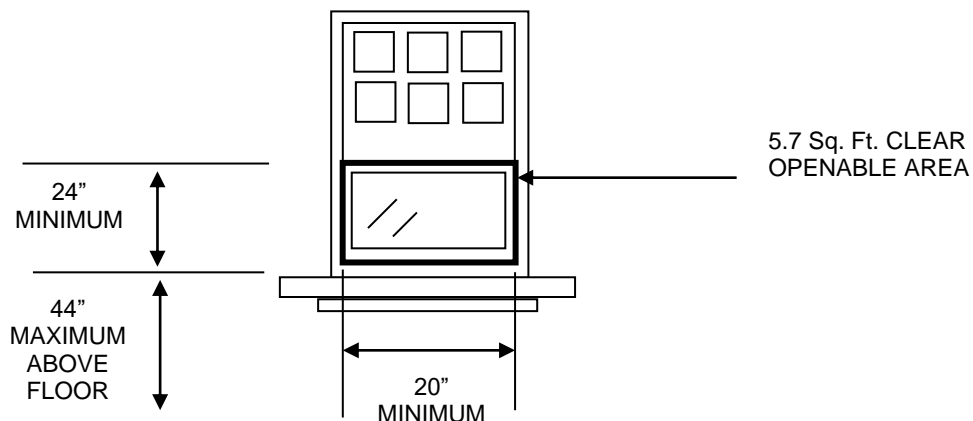
7. Windows and Doors – Please provide locations and sizes on the Floor Plan.

- 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



8. Thermal Insulation – must meet the following requirements

Simplified Prescriptive Method (Residential Only)

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

Computer Method

Res. Check <http://www.energycodes.gov> (download New York Version Only)

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.

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 _____

13. Heating System - Requires Manual J Heat/Loss Calculation

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

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

