



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

7660 North State Street  
Lowville, NY 13367  
lewiscounty.org

## **RESIDENTIAL POLE STRUCTURE 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, stylized "W" and "D".

Ward Dailey  
Senior Code Enforcement Officer

Attachment

LEWIS COUNTY BUILDING & CODES DEPARTMENT  
LEWIS COUNTY COURT HOUSE  
7660 N. STATE ST.  
LOWVILLE, NEW YORK 13367  
Phone: (315) 376-5377 Fax: (315) 377-3137

Permit Number \_\_\_\_\_

**Pole Structure (No Heat or Plumbing)**

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 \_\_\_\_\_

Total Square Footage of New Building/Structure \_\_\_\_\_

Total Square Footage of Addition to Existing Building \_\_\_\_\_

Is the project site in a Flood Zone (Yes or No) **Value of Work (materials & labor) - \$** \_\_\_\_\_

° Driveways may be subject to regulation, applicant is responsible to contact entity that controls 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**

If the total square foot of your structure falls within a bracket, that bracket shall be used to determine **For Brackets A-D** the total fee. **Note:** Only non-habitable single story structures with a 6' separation (up to 144 sq. ft.) **\$35.00 base -** will require no fee. Any of greater dimension, the entire footage is utilized for calculating fee. **Plus Bracket**

One or two family dwellings, camps, additions, decks, mobile & modular homes, residential garages and 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, residential additions, storage buildings, decks, and porches up to 144 sq. ft. \$25.00

**STATEMENT OF WORKERS COMPENSATION  
(HOMEOWNER)**

**Under penalty of perjury**, I certify that I am the owner of the residence listed on the 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 circle one)**:

- A) I am performing all the work for which this building permit is issued.
- B) I am not hiring, paying or compensating in any way, the individual(s) that is (are) performing all the work for which this building permit is issued or helping me perform such work.
- C) 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 40 hours per week (aggregate hours for all paid individuals on the jobsite) for which this building permit is issued.

I understand that I will have to acquire Worker's Compensation if, I need to hire or pay individuals a total of 40 hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on this building permit; **OR** have a general contractor, performing the work 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 40 hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on this building permit.

\_\_\_\_\_  
Signature of Homeowner

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Homeowners Name Printed

**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 Fire Prevention and Building Codes office. I understand that the proof will be filed for a period of 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.) be obtained for disturbance of property greater than one (1) acre; this is to include driveways, location of house and all outbuildings & 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.state.ny.us/website/dow/mainpage.htm](http://www.dec.state.ny.us/website/dow/mainpage.htm)

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.

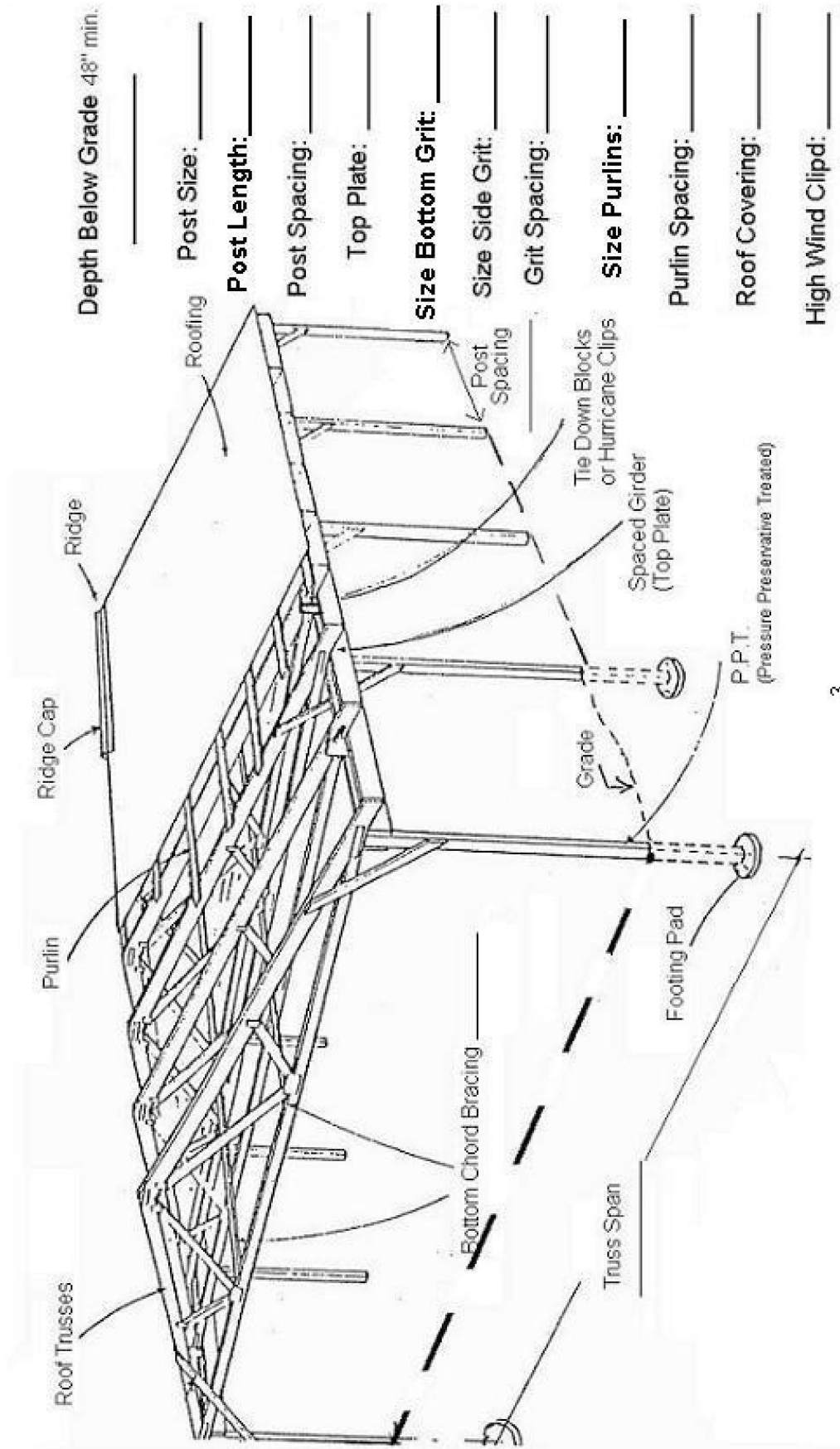
\_\_\_\_\_  
Signature of Homeowner

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Homeowners Name Printed

# Pole Barn/ Building with Factory Trusses

Length \_\_\_\_\_ Width \_\_\_\_\_ Total Height \_\_\_\_\_



- Depth Below Grade 48" min. \_\_\_\_\_
- Post Size: \_\_\_\_\_
- Post Length: \_\_\_\_\_
- Post Spacing: \_\_\_\_\_
- Top Plate: \_\_\_\_\_
- Size Bottom Grit: \_\_\_\_\_
- Size Side Grit: \_\_\_\_\_
- Grit Spacing: \_\_\_\_\_
- Size Purlins: \_\_\_\_\_
- Purlin Spacing: \_\_\_\_\_
- Roof Covering: \_\_\_\_\_
- High Wind Clipd: \_\_\_\_\_

Depth of Holes Below Grade to Bottom of Footer Pad - \_\_\_\_\_

Footing Pad Material - \_\_\_\_\_

Materials, Dimensions, Length, Pressure Treated

	Dimensions	Length	Pressure Treated(Yes/No)
<b>Poles</b>	_____	_____	_____
Vertical Spacing	_____	_____	_____
Splash Board	_____	_____	_____
	Dimensions	Length	yes/no
Horizontal Girts	_____	_____	_____
Top Girder - Inside	_____	_____	_____
Top Girder - Outside	_____	_____	_____
Top Plate	_____	_____	_____
Tie Down Blocks	_____	_____	_____
Hurricane Clips	_____	_____	_____
Girder Bracing	_____	_____	_____

**Roof** - Snow load \_\_\_\_\_

Trusses - Length/Span \_\_\_\_\_

(Truss Specification sheet must be supplied to the Building Inspector)

Pitch \_\_\_\_\_

Spacing \_\_\_\_\_

Truss Bracing \_\_\_\_\_

Roof Purlins Dimension - \_\_\_\_\_ Length - \_\_\_\_\_ Spacing - \_\_\_\_\_

Roof Material \_\_\_\_\_

Ridge Cap yes/no - \_\_\_\_\_

Vented Ridge \_\_\_\_\_

Siding Material \_\_\_\_\_

Doors \_\_\_\_\_

Windows \_\_\_\_\_

Electrical Service \_\_\_\_\_

Floor Materials (describe) \_\_\_\_\_

Interior Partitions (describe) \_\_\_\_\_

**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**

---

---

Value of Work (materials & labor) - \$ \_\_\_\_\_ Type Of Construction \_\_\_\_\_

Approved Zoning Permit Required - YES / NO /NA

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 _____	
BY OUR PROPERTY LINES	
OWNERS NAME LEFT SIDE	REAR LOT WIDTH _____
LOT DEPTH  _____	OWNERS NAME RIGHT SIDE
	FRONT LOT WIDTH _____
ROAD NAME _____	
THIS AREA REPRESENTS THE ROAD IN FRONT OF YOUR PROJECT. SHOW DRIVEWAY	