TOWN OF ELIZABETHTOWN

BUILDING PERMIT INFORMATION

1. No person, firm or corporation shall commence the erection, construction, enlargement, alteration, removal, improvement, movement, demolition, conversion or change in the nature of occupancy of any building or structure; or install plumbing or heating equipment; or cause the same to be done, without first having applied for and obtained a permit from the Code Enforcement Official of the Town.

2. A permit shall NOT be required for:

a. One story detached structures associated with one- or two-family dwellings or multiple single-family dwellings (townhouses) which are used for tool and storage sheds, playhouses or similar uses, provided the gross floor area does not exceed 144 square feet.

b. The installation of swings and other playground equipment associated with a one- or two-family dwelling or multiple single-family dwellings (townhouses).

c. The installation of a swimming pool associated with a one- or two-family dwelling or multiple single-family dwellings (townhouses) where such pools are designed for a water depth of less than 24 inches and are installed entirely above ground.

d. The installation of fences that are 6 feet and under, which are not part of an enclosure surrounding a swimming pool.

e. The construction of retaining walls unless such walls support a surcharge or impound Class I, II, IIIA liquids.

f. The construction of temporary motion picture, television and theater stage sets and scenery.

g. The installation of window awnings supported by an exterior wall of a one- or two-family dwelling or multiple single-family dwellings (townhouses).

h. The installation of partitions or movable cases less than 5'9" in height.

i. Painting, wallpapering, tiling, carpeting, or other similar finish work.

j. The installation of listed PORTABLE electrical, plumbing, heating, ventilation or cooling equipment or appliances.

k. The replacement of any equipment provided the replacement does not alter the equipment's listing or render it inconsistent with the equipment's original specifications.

l. Ordinary repairs, provided that such repairs DO NOT involve;

a. the removal or cutting away of a load bearing wall, partition, or portion thereof, or of any structural beam or load bearing component.

b. the removal or change of any required means of egress, or the rearrangement of parts of a structure in a manner which effects egress.

c. the enlargement, alteration, replacement or relocation of any building system.

d. the removal from service of all or part of a fire protection system for any period of time.

However any construction or repair work not requiring a building permit must nevertheless be done in conformance with the New York State Uniform Fire Prevention and Building Code 19NYCRR, and any and all other state and local statures.

BUILDING PERMIT INFORMATION
(CONTINUED)

3. Amendments to the application or the plans and specifications accompanying the same may be filed at any time prior to the completion of the work, subject to the approval of the Code Enforcement Official.

4. A building permit shall be effective to authorize the commencing of work in accordance with the application, plans and specifications on which it is based, from the date of the permit issuance, for the period stated from the Fees Schedule for that type of work. For good cause, the Code Enforcement Official may allow a maximum of three (3) extensions for periods not exceeding twelve (12) months each to complete work on the project. All work shall conform to the approved application, plans and specifications. Work shall be substantially completed twelve (12) months after the start of the project.

5. The Code Enforcement Official may revoke a permit where he finds:

a. There has been any false statement or misrepresentations made as to a material fact in the application, plans or specifications.
b. That the permit was issued in error and should not have been issued in accordance with the applicable law.
c. That the work is not being performed in accordance with the provisions of the applications, plans or specifications.
d. The person to whom a permit has been issued fails or refuses to comply with a Stop Work Order.

6. The Code Enforcement Official may issue a Stop Work Order whenever he has reasonable grounds to believe that such work is being performed in an unsafe and dangerous manner, or for any of the reasons stated in #5, or any other legally applicable reason.

7. The Code Enforcement Official and/or his agents may, upon the showing of proper credentials and in the discharge of his duties, enter the property, structure or premises for the purpose of inspection as provided in the Code or for the investigation of a complaint.

8. A **Certificate of Occupancy** is required upon completion of new home construction.

9. A **Certificate of Compliance** may be required depending upon the nature of the project. The Code Enforcement Official will make such a determination and may require certain tests in order to furnish said proof of compliance. All electrical work requires a third party inspection prior to issuance of certificate of compliance or occupancy.

10. Responsibility for obtaining a building permit, any required inspections and any necessary certificates upon completion shall be that of the owner of record.

TOWN OF ELIZABETHTOWN
BUILDING PERMIT APPLICATION

(PLEASE PRINT OR TYPE ALL INFORMATION BELOW) **Date:** _____

Property Owner: _____

Mailing Address of Owner: _____

Owner Telephone Number: (day) _____ **(evening)** _____

Applicant, if other than the owner: _____

Applicant Telephone Number: (day) _____ **(evening)** _____

Tax Map Number: _____ **Lot Size:** _____

E-911 Address of Property: _____

Estimated Cost of Construction: $ _____ **Square Footage:** _____

From Foundation: Footage of front yard _____ **ft. /side yd:** _____ **ft. /rear yd:** _____

Building is to be occupied as: ❑ **A-**____ (Assembly 1-5) | ❑ **B** (Business) | ❑ **E** (Educational)

❑ **F-**___ (Factory/Industrial 1-2) | ❑ **H-**___ (Hazardous 1-5) | ❑ **I-**___ (Institutional 1-4) | ❑ **M** (Mercantile)

❑ **R-**____ (Residential 1-4) | ❑ **S** (Storage) | ❑ **U** (Utility) | ❑ One- or Two- Family Dwelling

Is this a change in the primary use of an existing building? ❑ **Yes** ❑ **No** ❑ **N/A**

Type of Construction/ Description: (CHECK ALL THAT APPLIES)

Building
- ❑ New House / Building
- ❑ Apartment Building
- ❑ Addition to Existing Building
- ❑ Alterations to Existing Building
- ❑ Enclosing a Porch
- ❑ Deck / Porch
- ❑ Garage / Carport
- ❑ Mobile Home
- ❑ Manufactured Home
- ❑ Work Shop
- ❑ Storage Shed > 144 S.F.
- ❑ Masonry Chimney
- ❑ Manufactured Chimney
- ❑ Fuel Burning Device
- ❑ Swimming Pool =/> 24"
- ❑ Fence > 6' tall
- ❑ Relocate Existing Bld.
- ❑ New Septic System (Must have stamped plans)
- ❑ Other_____

Construction
- ❑ Type I Non Combustible
- ❑ Type II Fire Resistive
- ❑ Type III Fire Resistive
- ❑ Type IV Heavy Timber
- ❑ Type V Combustible
- ❑ Other _____

Bedrooms
# of _____

Heating
- ❑ Oil Hot Water
- ❑ Hot Air / HVAC
- ❑ Other_____

Plumbing
Type _____
Baths _____
Toilets _____
Sinks _____

Basement
- ❑ Full
- ❑ Half
- ❑ Quarter
- ❑ Utility
- ❑ Laundry
- ❑ Recreation

Porches
Enclosed _____
Glassed _____
Open _____
Other _____

Exterior
- ❑ Clapboards
- ❑ Shingles
- ❑ Stucco
- ❑ Board & Batten
- ❑ Aluminum
- ❑ Vinyl
- ❑ Other_____

Roof
- ❑ Shingles
- ❑ Slate
- ❑ Tile
- ❑ Metal
- ❑ Membrane
- ❑ Built Up
- ❑ Other _____

Fuel Type
- ❑ Propane / LP
- ❑ Fuel Oil
- ❑ Electric
- ❑ Other_____

A. Is this site within a flood plain? . . . . . ____ Yes ____ No

B. Is the site in whole or in part a designated wetland? . . . . . ____ Yes ____ No

C. Is the site under APA jurisdiction? . . . . . ____ Yes ____ No

D. Is the site under local Zoning/Planning jurisdiction? . . . . . ____ Yes ____ No

E. "X" all of the following that describe the provisions for water and sewer:

___ Public Water System ___ New Private Well ___ Prior Existing Private Well

___ Public Sewer System ___New Septic System ___ Prior Existing Septic System

___ Other (explain)_____

Worker's Compensation & Disability ❑ Policy # _____

or ❑ Exemption # _____

If applicable:

Architect or Engineer: _____

Address: _____ Phone: _____

General Contractor: _____

Address: _____ Phone: _____

Electrical Contractor: _____

Address: _____ Phone: _____

Plumbing Contractor: _____

Address: _____

CONTRACTORS MUST PROVIDE A CERTIFICATE OF INSURANCE NAMING THE TOWN OF ELIZABETHTOWN AS A CERTIFICATE HOLDER. IF THE JOB DOES NOT REQUIRE A CONTRACTOR, THE AFFIDAVIT OF EXEMPTION ON PAGE 4 OF THIS APPLICATION MUST BE COMPLETED AND NOTARIZED.

Briefly describe what is to be done: _____

_____

_____

(Continue on back if you need to.)

PLANS AND SPECIFICATIONS MUST ACCOMPANY THIS APPLICATION:

For any permit not requiring stamped plans per State Education Law, Sections 7307 and 7209, please provide design plans for construction by either attaching to this application a copy of plan or sketching on the back of this page a detailed diagram with Worksheet.

Please include the name of street, correct distance from foundation to lot lines, including frontage (side and rear distances). Indicate where water supply and sewer lines are or will be located including distance apart, depth, etc. If construction is to be an addition to an existing building or an accessory building (garage, storage shed, etc.) indicate the size of current building and distance from foundation to lot lines or addition and/or accessory building.

Worksheet

(Use these sheets if you are not submitting regular plans for your project!)

Please fill in all areas that apply to this project

Footings
- Width _____
- Depth _____
- Feet Below Grade _____
- Reinforcement _____

Piers
- Type _____
- Size _____
- Spacing _____
- Feet Below Grade _____

Foundation
- Type _____
- Size _____
- Height _____
- Feet Below Grade _____
- Type Waterproofing _____
- Anchor Bolts _____
- Insulation _____
  - Type _____
  - R-Value _____
  - Int. or Ext. _____

Slab
- Type _____
- Thickness _____
- Vapor Barrier _____
- Reinforcement _____

Doors
- Exterior _____
- Size _____
- Type _____
- Interior Size _____

First Floor System
- Species _____
- Joist Size _____
- Span _____
- Spacing _____
- Sheathing _____

Bearing Beams
- Species _____
- Size _____
- Span _____
- Spacing _____

Columns
- Size _____
- Spacing _____

Ceiling Joist
- Species _____
- Span _____
- Spacing _____

Windows
- Header Size _____
- R. O. Size _____
- Type of Window _____
- Glazing U-Factor _____

Worksheet
(continued)

Wall Framing

Species _____

Size _____

Spacing _____

Height _____

Insulation _____

Type _____

R-Value _____

Chimneys

Type _____

No. of Flues _____

Int. or Ext. _____

Height Above Roof _____

Stairs

Stair Width _____

Tread Depth _____

Riser Height _____

Closed or Open Riser _____

Railing Height _____

Electric

Service Size _____

Smoke/CO Detectors _____

Number _____

Location _____

Roof System

Trusses _____

Snow Load _____

Design _____

Rafters _____

Species _____

Size _____

Span _____

Spacing _____

Ridge _____

Pitch _____

Sheathing _____

Covering _____

Insulation _____

Type _____

R-Value _____

Plumbing

Water Supply Pipes _____

Type _____

Size _____

Drain Pipes _____

Type _____

Size _____

Vent Pipes _____

Type _____

Size _____

Use the following space for any other information (ie,. Decks, porches, etc.)

Use more pages if necessary.

Town of Elizabethtown
Building & Fire Codes Department
Town Hall, PO Box 265
Elizabethtown, NY, 12932 Phone 518-837-7303

Permit Application / Fee Schedule

*The permit fee does not include the fee charged by outside agencies which do the required electrical inspections.

*AN ADDITONAL 50% OF THE APPLICABLE FEE WILL BE CHARGED AS A PENALTY FOR STARTING A PROJECT WITHOUT THE ISSUANCE OF A VALID BUILDING PERMIT.

Outside Zoned Area Permit Application Fee. . . . . $20.00 (Non-refundable)
Zoning Permit Application Fee . . . . . .$40.00 (Non-refundable)

(1) **One or Two Family Homes** (including Manufactured Homes and Double Wide Mobil Homes)
For required permits see Note 2 Below
See Note 1 Below . . . . . .$ .15 per sq. ft. 3 yrs.
Minimum Fee $100.00

(2) **Multiple Family Dwellings**
For required permits see Note 2 below
See Note 1 below . . . . . .$ .18 per sq. ft. 2 yrs.
Minimum Fee $150.00

(3) **Building of Non-residential Occupancy**
For required permits see Note 2 below
See Note 1 below . . . . . .$ .20 per sq. ft. 2 yrs.
Minimum Fee $150.00

(4) **Unattached Residential Garages, Carports, & Utility Sheds**
Residential Utility sheds up to 140 square feet – no permit required
For required permits see Note 2 below
See Note 1 below . . . . . .$ .12 per sq. ft. 1 yr.
Minimum Fee $50.00

(5) **All Additions**
(Including Enclosed Porches and Attached Garages)
For required permits see Note 2 below
Fee on Square Footage in (1) – (4) above
(See Note 1 below)
Minimum Fee . . . . . $50.00 2 yrs.

(6) **Repairs or Alterations**
For required permits see Note 2 below
Up to $1,000 . . . . . Residential - $35.00 1 yr.
Up to $1,000 . . . . . Non-Residential - $45.00 1 yr.
Over $1,000 (All) . . . . . .$10 per $1,000 or Part - $10.00

Cost based on structural, plumbing and electrical work only. Do not include Cosmetic work, such as, cabinets, carpet, etc.
Fee not to exceed (1) – (4) above for a new building of the same size.
See Note 1 below.

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Building & Fire Codes Department
Town Hall, PO Box 265
Elizabethtown, NY, 12932
Phone 518-837-7303

(7) **Demolition** . . . . . .Residential $50.00 1 yr.
Non-Residential $75.00 1 yr.

(8) **Decks and Open Porches**
Up to 144 sq. ft. . . . . .$35.00 1 yr.
Each additional 100 square foot or part. $8.00
Handicapped ramps on single family homes. . . . . N/C

(9) **Single Wide Mobile Homes**
$ .12 per sq. ft. . . . . .Minimum - $75.00 1 yr.
Includes porches, decks, and entries up to 64 sq. ft. If over 64 sq. ft. a permit and fee are required. Fee based on (5) or (8) above. For required permits see Note 2 below.

(10) **Swimming Pools** . . . . . .$40.00 1 yr.
Enclosures around pre-existing pools. $20.00

(11) **Solid, Liquid or Gas Burning Device**. . . . . $40.00 1 Yr.
If applied for with any of (1) - (6) above. $30.00

(12) **Chimney Permit**. . . . . $35.00 1 Yr.
If applied with any of (1) – (6) ABOVE. $20.00

(13) **Fuel Burning Device and Chimney**
If applied for together. . . . . $50.00 1 yr.

(14) **Septic Systems**
1 or 2 family. . . . . .$45.00 1 yr.
All others. $85.00
All systems & repairs must be Stamped by NYS Design Professional

(15) **Conversion or Change of Occupancy**
Fee set per (6) above
Minimum Fee. . . . . $60.00 2 yrs for Res.
1 yr. for Non-Res.

(16) **Home Occupation**. $50.00

(17) **Required Fire Safety Inspection Pursuant to Local Law**
Fee. . . $50.00 per hour. (1 hour minimum). $50.00

(18) **Certificate of inspection**
No Permit issued. $75.00

(19) **Building Permit Renewal**
50% of current applicable fees 1 yr.

(20) **Plan Review** (See Note 1) - $50.00 per hour (1 hour minimum)

Town of Elizabethtown
Building & Fire Codes Department
Town Hall, PO Box 265
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Phone 518-837-7303

Note 1: Square footage is based on outside dimensions of the building at each level and shall include habitable basement or occupied basements and attached garages.

STAMPED PLANS REQUIRED FOR:

a. 1 or 2 Family Residence 1500 square feet or over.
b. All Multi-residence buildings.
c. All commercial buildings.
d. All structural alterations/additions $20,000 or over.

Where no stamped plans are required – detailed drawings, Specifications and compliance to NYS Energy Codes will be required so the Code Enforcement Officer will be able to determine if the project meets or exceeds the applicable Uniform Building Codes of New York State and Local Codes of the Town of Elizabethtown.

Note 2: Permits and fees are required for septic, fuel burning devices, chimneys, enclosing existing porches, attached garages and accessory buildings with floor area >140 Square Foot.

All On Site Septic Systems need to be designed and stamped by a NYS Certified Design Professional to acquire a Permit.

Note 3: Fee rounded to nearest dollar.

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 obligations 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 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 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, 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 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 the 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 40 hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on the building permit; 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 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)

_____ _____

(Homeowner's Name Printed) (Home Telephone Number)

Property address that requires the building permit:

_____

_____

_____

_____

Sworn to before me this _____ *day of*

_____, _____.

_____

(County Clerk or Notary Public)

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

APPLICANT CERTIFICATION:

As owner or authorized representative of the building, structure or land to which this permit applies, I agree to save the Town of Elizabethtown harmless from any and all damages, judgments, costs or expenses which said Town may incur or suffer by reason of the granting of this permit. I acknowledge that nothing contained herein, including the application and any approval herein granted for a project, shall be construed as an assertion of compliance with any requirements of the provisions of the Adirondack Park Agency Act, or the Department of Health, or the Department of Environmental Conservation, or the State of New York Rules and Regulations. The Town of Elizabethtown makes no representation pertaining to the applicant's compliance with any governmental laws, rules or regulations other than the building code of the Town of Elizabethtown and assumes no obligation for notification and coordination in connection therewith. The Town of Elizabethtown also makes no representation as to the existence of any other public right or the private rights of an individual or corporation with respect to a project.

_____

•Signature of Owner

*** If the owner's signature is not present above, a signed authorization must accompany this application.***

Applicant, if different than owner:

I hereby certify that the information contained in this application is correct and that I am aware of the requirements of New York State Uniform Fire Protection and Building Code and the Building and Planning/Zoning Use codes of the Town of Elizabethtown.

_____

•Signature of Applicant