

TOWN OF LENOX/VILLAGE OF WAMPSVILLE

205 S. Peterboro St. Canastota, NY 13032
Josh Stagnitti Code Enforcement Officer
Town of Lenox Office: 315-697-5575 / Fax: 315-697-5514
E-Mail: tolcodes@cnymail.com / www.lenoxny.com

APPLICATION FOR BUILDING PERMIT

INSTRUCTIONS

- A.** This application **must** be typewritten or printed and signed in ink and submitted to the Code Enforcement Officer.
- B.** All applications must include a site plan. Locate clearly and distinctly all buildings, with size dimensions, whether existing or proposed and indicate all setbacks with dimensions from property lines and existing and proposed buildings. Give lot dimensions according to deed and show location and name of address and street. (See Zoning Permit instructions.)
- C. (1)** AN APPLICATION FOR A BUILDING PERMIT FOR A RESIDENTIAL BUILDING WITH MORE THAN 1500 SQUARE FEET AND FOR ALL COMMERCIAL AND INDUSTRIAL BUILDING OR ADDITIONS THERETO; must be accompanied by three (3) complete sets of specifications and detailed construction plans bearing the seal and signature of a Licensed Professional Engineer or Architect, licensed in New York State. Plans and specifications shall describe the nature of the work to be performed, the materials and equipment to be used and installed, and the details of the structure including design loads of floors and roof, Energy Requirements, mechanical, electrical and plumbing installation and a sectional view from footing to top of chimney including any fireplaces and stairs. Plans must meet or exceed the New York State Energy Conservation Construction Code. Included with the plans should be the following items:
- a) "U" value of the envelope subsystems including windows and doors.
 - b) Design inside air temperature of each room that is to be heated and or cooled.
 - c) Design outdoor air temperature.
 - d) Design heat loss and/or gain through each exterior facade in BTU/HR.
 - e) "R" values of the insulating materials
 - f) Size and type of aperture and equipment and system control and other pertinent data to indicate conformance with the requirements of the Energy Code.
 - g) Electrical lighting and power design data
 - h) Res-Check calculations sheets may be used.
- (2)** AN APPLICATION FOR A BUILDING PERMIT FOR RESIDENTIAL BUILDING OR ADDITIONS OF LESS THAN 1500 SQUARE FEET must be accompanied by (3) three complete sets of plans. Plans must include all of the relevant information outlined in C. (1) above.
- (3)** The Building permit shall contain a statement directing that all work shall be performed in accordance with the construction documents submitted and accepted.
- (4)** The Code Enforcement Officer shall be notified, in writing, of any changes occurring during construction that are not in the approved plans.

(5) The Building Department will approve or disapprove the plans within 10 business days. Approved permit application will be forwarded to Town Clerk's office for collection of fees and issuance of permit.

D. PERMITS FOR NEW RESIDENTIAL CONSTRUCTION WILL NOT BE ISSUED WITHOUT APPROVAL FOR SEWER CONNECTION OR ON-SITE SEWAGE TREATMENT SYSTEM. THE WORK COVERED BY THIS APPLICATION MAY NOT BE STARTED BEFORE THE ISSUANCE OF A BUILDING PERMIT. A Building Permit authorizes the commencement and completion of work in accordance with this application, plans and specifications on which it is based for a period of 12 months after the date of issuance. For good cause the enforcing officer may allow such extension of time, as he may deem reasonable. Where the work described in the application, plans and specifications is not completed within the period allowed by the permit and any extension thereof, the enforcing officer may order the owner of the premises to remove any structure and fill any excavation which he shall deem detrimental to public health, safety or welfare.

NOTE: ACCESSORY STRUCTURES

SET BACKS - ARE BASED ON THE REGULATIONS SET FORTH BY THE VILLAGE/TOWN'S CODES.

E. Upon the approval of the application, the Code Enforcement Officer will issue the building permit to the applicant together with approved duplicate sets of plans and specifications. Such permit and approved plans and specifications remain on the premises available for inspection throughout the progress of the work.

F. The Owner or Contractor shall notify the Code Enforcement Officer when work is ready for inspection as outlined in the inspection schedule issued with permit.

G. NO BUILDING SHALL BE OCCUPIED OR USED FOR ANY MEANS UNTIL THE CODE ENFORCEMENT OFFICER HAS GRANTED A CERTIFICATE OF OCCUPANCY OR COMPLIANCE.

H. All electrical work must be inspected by, and a Certificate of Approval is obtained from a third party electrical inspection agency. No certificate of Occupancy will be issued until electrical work has been inspected and approved.

I. All gas-fired installations must conform to the requirements of the State Building Code.

J. THE TOWN OF LENOX SHALL USE ANY OR ALL GUIDELINES SET FORTH BY THE NEW YORK STATE UNIFORM BUILDING AND FIRE CODES AND MANUFACTURERS GUIDELINES.

Note: If you have any questions call:

Josh Stagnitti
Code Enforcement Officer
Town of Lenox
205 S. Peterboro St.
Canastota, New York 13032
697-5575 Office
697-5514 Fax
E-Mail: tolcodes@cnymail.com

Office Hours
Monday Thru Friday
8:00 a.m. To 4:00 p.m.

**TOWN OF LENOX
VILLAGE OF WAMPSVILLE
CODE ENFORCEMENT OFFICE**

INSPECTION SCHEDULE

Building Permit Number:
Date of issuance:
Permit Issued To:

Dear Applicant,

Your application for a building permit has been approved and is transmitted herewith subject to the following conditions:

You are to notify the Code Enforcement Office of the commencement of work under this permit prior to the start of the following construction stages in order to schedule the required inspections for compliance to the International Building Code.

1. Site before commencement of work.
2. Footing before pouring concrete.
3. Foundation before back fill.
4. Framing before closing.
5. Electrical Inspection *** Must be a third party inspection agency approved by the municipality and hired by the applicant.
6. Insulation before enclosing.
7. Plumbing before enclosing.
8. Heating, ventilation, air conditioning before enclosing.
9. Energy Code Compliance
10. OTHER:
11. OTHER:
12. OTHER:
13. Final completion for certificate of occupancy or compliance.

It is required that timely notice of at least 48 hours SHALL be given to the Code Enforcement Office of the readiness of construction for all inspections for compliance of the State International Building Code.

Contact the Code Enforcement Officer, who can be reached at 697-5575 Monday through Friday from 8:00 a.m. to 4 p.m.

Sincerely,

Josh Stagnitti
Code /Enforcement Officer



**Town of Lenox / Village of Wampsville
Code Enforcement Office**

205 S. Peterboro Street, Canastota, NY 13032

E-Mail: tolcodes@cnyemail.com / www.lenoxny.com

Josh Stagnitti Code Enforcement Officer

Office: 315-697-5575

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BUILDING PERMIT APPLICATION

1. Project Location and Information

- a. Number and Street Address: _____
- b. Tax Map Number: _____
- c. Current use of premises: _____
- d. Proposed use of premises: _____

2. Owner Identification

- a. Owners name: _____
- b. Owners Address: _____
- c. Phone number: _____
- d. Email: _____

3. Type of Construction or Improvement

- New Building – Proposed Use : _____
- Conversion –Current Use: _____ Proposed Use: _____
- Addition Alteration Repair or Replacement
- Relocation Demolition Misc. Structure or Equipment

4. Description of project:

5. Estimated Project Cost:

Official Use Only

Date Received: _____ Received By: _____

Special Review By: ZBA Planning BD Historic Review

Date Issued: _____ Approved By: _____

PERMIT NUMBER: _____

Designers and Contractors Information

1. **Architect or Engineer:**

2. **General Contractor:**

3. **Electrical Contractor:**

4. **Plumbing Contractor:**

5. **Mechanical Contractor:**

6. **Other Contractor:**

**MUST SUBMIT WORKERS COMPENSATION, DISABILITY INSURANCE
CERTIFICATES AND ACCORD SHEETS FOR ALL CONTRACTORS.**

NOTES:

IMPORTANT NOTICES: READ BEFORE SIGNING!

1. Work conducted pursuant to a building permit must be visually inspected by the Code Enforcement Officer and must conform to the documents submitted, New York State Uniform Fire Prevention and Building Code and all applicable codes, rules and regulations.
2. It is the owner's responsibility to contact the Code Enforcement Office at 697-5575 at least 48 hours before any requested inspection. **DO NOT PROCEED TO THE NEXT STEP OF CONSTRUCTION UNTIL INSPECTIONS HAVE BEEN COMPLETED.** Otherwise, work may need to be removed at the owners or contractors expense to conduct the required inspections. Close coordination with the Code Enforcement Office will greatly reduce this possibility.
3. **THE OWNER HEREBY AGREES TO ALLOW THE CODE ENFORCEMENT OFFICER TO INSPECT THE SUFFICIENCY OF THE WORK BEING DONE PURSUANT TO THIS PERMIT, PROVIDED HOWEVER, THAT SUCH INSPECTIONS ARE LIMITED TO THE WORK BEING CONDUCTED PURSUANT TO THIS PERMIT AND ANY OTHER NON WORK RELATED VIOLATIONS WHICH ARE READILY DISCERNIBLE FROM SUCH INSPECTIONS.**
4. New York State Law requires contractors to maintain Worker's Compensation and Disability Insurance for their employees. No permit will be issued unless a currently valid Worker's Comp and Disability Insurance certificate is attached to this application. If the contractor believes that they are not required to have the described insurance then the contractor must complete form C-105.21, attached hereto.
5. If a certificate of occupancy is required, the structure shall not be occupied until such certificate has been issued.
6. Work undertaken pursuant to this permit is conditioned upon and subject to any state and federal regulations relating to asbestos materials.
7. The building permit card must be displayed so as to be visible from the street nearest to the site of the work being conducted.

I _____, the above named applicant, hereby attest that I am the lawful owner or agent of the property described within and affirm under penalty of perjury that all statements made by me on this application are true.

(Signature) x _____ Date: _____

(Print Name) _____

(Title) _____

ZONING PERMIT

APPLICATION NUMBER: _____	ISSUE DATE: _____
APPROVED BY: _____	ISSUED BY: _____
SIGNED:	SIGNED:
X _____ Zoning Officer	X _____ Administration
VARIANCE DATE: _____	ZONING DISTRICT: _____
OFFICIAL USE	

DATE: _____	TAX MAP NUMBER: _____
ADDRESS OF JOB SITE:	

NATURE OF WORK:

PROPOSED USE:

EXISTING USE:

PROPERTY OWNERS NAME: _____
ADDRESS: _____
PHONE NUMBER: _____

APPLICANTS NAME: _____
ADDRESS: _____
PHONE NUMBER: _____
EMAIL: _____

APPLICANTS SUGNITURE: x _____

WHEN WAS THE LAST TIME YOU TESTED YOUR SMOKE OR CARBON MONOXIDE DETECTORS??

CHAPTER 439

The **general municipal law is amended by adding a new section 125** to read as follows:

125. ISSUANCE OF BUILDING PERMITS. NO CITY, TOWN OR VILLAGE SHALL ISSUE A BUILDING PERMIT WITHOUT OBTAINING FROM THE PERMIT APPLICANT EITHER:

1. PROOF DULY SUBSCRIBED THAT WORKERS' COMPENSATION INSURANCE AND DISABILITY BENEFITS COVERAGE ISSUED BY AN INSURANCE CARRIER IN A FORM SATISFACTORY TO THE CHAIR OF THE WORKERS' COMPENSATION BOARD AS PROVIDED FOR IN SECTION FIFTY-SEVEN OF THE WORKERS' COMPENSATION LAW IS EFFECTIVE; OR

2. AN AFFIDAVIT THAT SUCH PERMIT APPLICANT HAS NOT ENGAGED AN EMPLOYER OR ANY EMPLOYEES AS THOSE TERMS ARE DEFINED IN SECTION TWO OF THE WORKERS' COMPENSATION LAW TO PERFORM WORK RELATING TO SUCH BUILDING PERMIT.

Implementing Section 125 of the General Municipal Law

1. General Contractors and Business Owners

For **businesses listed as the general contractors on building permits**, proof that they are in compliance with Section 57 of the Workers' Compensation Law (WCL) is **ONE** of the following forms that indicate that they are:

- ◆ insured (C-105.2 or U-26.3),
- ◆ self-insured (SI-12), or
- ◆ are exempt (C-105.21),

under the mandatory coverage provisions of the WCL. Any residence that is not a **1, 2, 3 or 4 Family, Owner-occupied Residence** is considered a business (income or potential income property) and must prove compliance by filing one of the above forms.

2. Owner-occupied Residences

For homeowners of a **1, 2, 3 or 4 Family, Owner-occupied Residence**, proof of their exemption from the mandatory coverage provisions of the Workers' Compensation Law when applying for a building permit is to file form BP-1(3/99).

- ◆ Form BP-1(3/99) shall be filed if the homeowner of a **1, 2, 3 or 4 Family, Owner-occupied Residence** is listed as the general contractor on the building permit, and the homeowner:
 - ◇ is performing all the work for which the building permit was issued him/herself,
 - ◇ is 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 the homeowner perform such work, or
 - ◇ has a homeowner's insurance policy that is currently in effect and covers the property for which the building permit was issued AND the homeowner is hiring or paying individuals a total of less than 40 hours per week (aggregate hours for all paid individuals on the jobsite) for the work for which the building permit was issued.
- ◆ If the homeowner of a **1, 2, 3 or 4 Family, Owner-occupied Residence** is hiring or paying individuals a total of **40 hours or MORE** in any week (aggregate hours for all paid individuals on the jobsite) for the work for which the building permit was issued, then the homeowner may not file the "Affidavit of Exemption" form, BP-1(3/99), but shall 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 (the C-105.2 or U-26.3 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) 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.

Affidavit of Exemption to Show Specific Proof of Workers' Compensation Insurance Coverage for a 1, 2, 3 or 4 Family, Owner-occupied Residence

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 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 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:

<p><i>Sworn to before me this _____ day of</i> _____, _____.</p> <p>_____ <i>(County Clerk or Notary Public)</i></p>
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BP-1 (3/99)