



WASHINGTON COUNTY
DEPARTMENT OF CODE ENFORCEMENT

Physical Address:
1153 Burgoyne Ave.
Fort Edward, NY 12828

Mailing Address:
383 Broadway
Fort Edward, NY 12828

Phone: (518) 746-2150

BUILDING PERMIT APPLICATION

YOUR APPLICATION CANNOT BE ACCEPTED UNTIL IT IS COMPLETE.
PLEASE ALLOW TWO TO FOUR WEEKS FOR PROCESSING AND REVIEW.

BEFORE SUBMITTING YOUR APPLICATION, PLEASE MAKE SURE YOU COMPLY WITH THE FOLLOWING:

- ☐ Calculate your fee & enclose payment. **Make check payable to the Washington County Treasurer.** This is a non-refundable application fee.
- ☐ Complete both the front & back pages of the application in INK. Make sure that you have signed it
- ☐ Attach **TWO** copies of your plans.
- ☐ Your plans **NEED** to be stamped by a NYS licensed architect or engineer if:
 - Your project does not meet the exceptions noted on the back of the application **OR**
 - It exceeds the design limits of the NYS Residential Code
- ☐ Insurance Requirements: **ACORD FORMS ARE NOT ACCEPTABLE PROOF OF COVERAGE**
 - Certificate of Workers Compensation Form C-105.2 or U-26.3 **AND**
Certificate of Disability Insurance Form DB-120.1 or DB-155
 - OR**
 - Exemption of Workers Compensation and Disability Benefits Insurance Coverage: Form CE-200
- ☐ All projects must comply with all town or village local laws.

Local Regulation Compliance sheet (LRCC #1) needs to be signed by your local official **BEFORE ANY PERMIT CAN BE ISSUED.** This may require additional time depending on your locality. Inquire at your town or village office and have the LRCC #1 completed **BEFORE** submitting your application. Please be sure that the LRCC #1 is signed by both the applicant & the local official.
- ☐ A similar form (LRCC #2) needs to be signed at the completion of your project, BEFORE a Certificate of Occupancy/Compliance can be issued.
- ☐ Many projects require a new or updated septic system - please submit if required. Your building permit will be held until a septic permit is issued if applicable.
- ☐ DIG SAFELY NEW YORK must be contacted prior to any digging and **CALL 811 BEFORE YOU DIG**
(<http://www.digsafelynewyork.com>)
- ☐ If the proposed work creates additional wastewater design flow a Sewage Disposal System Application will be required to be completed prior to the issuance of a building permit.
- ☐ Water well test data must be provided for new potable water sources prior to the issuance of Certificate of Occupancy/Compliance.

Buildings for residential **storage** purposes of 144 square feet or less, do not require building permits, but may be subject to local zoning setbacks from buildings/structures and property lines.

MOST other projects DO. Change-of-use projects require a permit.

IF YOU ARE IN DOUBT - CALL THIS OFFICE.



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Code Enforcement - Fee Schedule

THIS IS A NON-REFUNDABLE APPLICATION FEE.

Fees for Towns, Villages, EMS and Fire Depts. have been formally waived per Public Safety Committee 6/26/12.

EFFECTIVE 06/28/2017

One & Two Family Dwellings - Residential - New Construction \$0.20 / sq. ft. \$150.00 minimum	Building Fire Prevention Inspections / Prop. Maintenance Public Building if required (no fee) All non-residential (no fee) School Inspection \$75.00 per building (All buildings with C.O.)
Non Residential - New Construction \$0.30 / sq. ft. \$200.00 minimum	Re-Inspection of required construction stage \$50.00 When the second inspection of a previously inspected item is not approved, or; When a scheduled appointment for an inspection is not cancelled and the project is not ready for said inspection upon arrival of Code Enforcement Officer (To be paid prior to issuance of Final Certificate of Occupancy.)
Multiple Dwelling - New Construction (3 Family or more) \$0.25 / sq. ft. \$300.00 minimum	Residential Car Ports, Decks, Porches (Unconditioned Space) \$50.00
Garage (Attached, Under or Separate) Storage and/or accessory structures Up to 250 Sq. Ft. \$50 More than 250 sq. ft. \$0.20 / sq. ft. \$100.00 minimum	MISC. Non Residential Construction \$200.00 (Where square footage not applicable) (i.e.: Equipment Buildings, Stacks, etc.)
Additions to One & Two Family Structures \$0.20 / sq. ft. \$100.00 minimum	Renewal of Building Permit \$25.00 yr.
Repairs/Alterations/Conversions with Alterations Residential \$0.15 / sq. ft. \$50.00 minimum Non Residential \$0.25 / sq. ft. \$100.00 minimum	Amendment to Building Permit \$25.00
Conversions: Change of Occupancy Class without Alterations \$0.10 / sq. ft.	Sewage Disposal System Permit \$75.00
Demolition Partial Demolition of Residential Structure \$50.00 Complete Residential Structure \$100.00 Non Residential Structure \$200.00	Certificate of Occupancy Search \$25.00
Manufactured Housing, Mobile Homes Single/Double & Triple Wide \$100.00 NYS Approved Modular Home \$150.00 Upon request an inspection of a used mobile home prior to relocating \$100.00 plus federal mileage portal to portal	Temporary Certificate of Occupancy \$25.00
Swimming Pools, Above Ground or In ground \$50.00	Operating Permit \$100.00
Chimney/Woodstove/Heating Equip. Permits \$50.00	Truss Placard Administrative Fee \$50.00
	Solar Panels Permit Residential Up to 12kW \$50.00 Over 12kW \$100.00 Non Residential \$0.50 per kW \$500.00 minimum
	BUILDING WITHOUT A PERMIT PENALTY Penalty will be equal to the permit fee or \$100.00 whichever is GREATER.



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BUILDING PERMIT APPLICATION

FOR OFFICE USE ONLY

APPLICATION NO. _____
DATE RECEIVED: _____
DATE EXAMINED: _____
AMOUNT OF FEE RECEIVED: _____

☐ APPROVED
☐ APPROVED WITH
CORRECTIONS
☐ DISAPPROVED

PERMIT NO. _____
REASONS: _____
EXAMINED BY _____

Project Location:

STREET / ADDRESS

TOWN VILLAGE

TAX MAP SECTION

BLOCK

LOT

APPLICANT IS: OWNER ARCHITECT/ENGINEER BUILDER/CONTRACTOR OTHER: _____

APPLICANT:

NAME: _____

MAILING ADDRESS: _____

HOME / OFFICE PHONE #: _____

CELL PHONE #: _____

EMAIL: _____

OWNER (IF DIFFERENT THAN APPLICANT):

NAME: _____

MAILING ADDRESS: _____

HOME PHONE #: _____

CELL PHONE #: _____

EMAIL: _____

IF OWNER / APPLICANT IS A CORPORATION GIVE THE NAME AND TITLE OF TWO OFFICERS:

Name: _____ Title: _____

Name: _____ Title: _____

OCCUPANCY:

CHECK APPROPRIATE BOX(S)

DESCRIBE

SINGLE FAMILY HOME		BUSINESS	_____	GROUP B
ONE - FAMILY DWELLING	R3	MERCANTILE	_____	GROUP M
TWO - FAMILY DWELLING	R3	FACTORY	_____	GROUP F
MULTIPLE DWELLING:		STORAGE	_____	GROUP S
PERMANENT OCCUPANCY	R2	ASSEMBLY	_____	GROUP A
TRANSIENT OCCUPANCY	R1	INSTITUTIONAL	_____	GROUP I
ADULT RESIDENTIAL CARE		MISCELLANEOUS	_____	GROUP U
(NOT MORE THAN 16 OCCUPANTS)	R4	OTHER	_____	GROUP ____

NATURE OF PROPOSED WORK: (CHECK ANY THAT APPLY) ESTIMATED COST (EXCLUSIVE OF LAND)

DESCRIBE

COST

CONSTRUCTION OF A NEW STRUCTURE	_____	_____
ADDITION TO EXISTING STRUCTURE	_____	_____
ALTERATION TO EXISTING STRUCTURE	_____	_____
CHANGE OF OCCUPANCY	_____	_____
OTHER	_____	_____

ENGINEER, ARCHITECT, AND/OR (SUB) CONTRACTORS:

CHECK IF OWNER BUILT

NAME	PHASE OF WORK	PHONE	EMAIL
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



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PLOT DIAGRAM: LOCATE ALL BUILDINGS, APPLICABLE SEPTIC SYSTEMS, AND WATER SUPPLIES (EXISTING AND PROPOSED). SHOW STREET(S)/ROAD(S) AND THEIR NAME(S) AND SHOW SETBACK DISTANCES FROM STREET(S)/ROAD(S) AND ADJACENT PROPERTY LINES.

APPLICATION is hereby made to the Washington County Department of Code Enforcement for the issuance of a building permit pursuant to the provisions of Washington County Local Law No. 3 of 2007, and the Building Codes of New York State. The applicant agrees to comply with all applicable provisions of said law and code as well as all applicable local, county or state laws and/or ordinances: and swears that all statements contained in this application are true to the best of his/her knowledge and belief.

APPLICANT'S SIGNATURE

DATE

IMPORTANT - PLEASE TAKE NOTICE

- ⇒ ALL APPLICATIONS MUST BE ACCOMPANIED BY TWO (2) SETS OF PLANS OF THE PROPOSED PROJECT AND SPECIFICATIONS OF THE MATERIALS TO BE USED.
- ⇒ PLANS SUBMITTED MUST BE SIGNED AND SEALED BY AN ARCHITECT OR ENGINEER LICENSED BY THE STATE OF NEW YORK. EXCEPTIONS TO THIS REQUIREMENT ARE:
- New residential construction - 1,500 gross sq. ft. or less
 - Alterations costing \$20,000 or less, which do not involve structural changes or affect public safety.

Revised July 2021

Certificate of Attestation of Exemption



**Workers'
Compensation
Board**

Instructions for obtaining and filing a Certificate of Attestation of Exemption from Workers' Compensation and/or Disability and Paid Family Leave Benefits (CE-200) through New York Business Express

Follow these steps:

1. Go to businessexpress.ny.gov.
2. Select **Log in/Register** in the top right-hand corner. A NY.gov Business account is required.
3. If you do not have a NY.gov business account, go to [step 4](#) to set up your account.
If you have a NY.gov log-in and password, go to [step 16](#).
4. Select **Register with NY.gov** under New Users.
5. Select **Proceed**.
6. Enter the following:
 - First and Last Name
 - Email
 - Confirm Email
 - Preferred Username (check if username is available)
7. Select **I'm not a robot**.
 - You may have to complete a Captcha Verification before proceeding.
8. Select **Create Account**.
 - If you already have a NY.gov account, the screen will display your existing accounts, either Individual or Business.
 - Do one of the following:
 - If the account(s) shown is a NY.gov Individual account, select **Continue**.
 - If the account(s) shown is a NY.gov Business account, select **Email Me the Username(s)**.
9. Verify that the account information is correct.
 - Select **Continue**.
10. An activation email will be sent.
 - If you do not receive an email, see the **No Email Received During Account Creation** page.
11. Open your activation email and select **Click Here**.
 - Specify three security questions.
 - Select **Continue**.
12. Create a password (must contain at least eight characters).
13. Select **Set Password**. You have successfully activated your NY.gov ID.
14. Select **Go to MyNy**.
 - At the top of the screen select **Services**.
 - Select **Business**.
 - Select **New York Business Express**.
 - Select **Log in/Register**.
15. On the New York Business Express home page, do one of the following:
 - Scroll down to Top Requests and select **Certificate of Attestation of Exemption, or**
 - Search Index A-Z for **CE-200**.
16. Under **How to Apply**:
 - Select **Apply as a Business, or**
 - Select **Apply as a Homeowner** (applies to those obtaining permits to work on their residence).
17. Complete application screens.
18. Review Application Summary.
19. Attest and submit.

You will receive an email when your certificate has been issued.

To view your certificate:

- Select **Access Recent Activity** from your email, or
- Access businessexpress.ny.gov, and then access your **Dashboard** (under your login name on right).

Print and sign the **Certificate of Attestation of Exemption**.

Submit your **CE-200** for your license, permit or contract to the issuing Agency.



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**TRUSS TYPE, PRE-ENGINEERED WOOD OR TIMBER CONSTRUCTION IN
RESIDENTIAL & COMMERCIAL STRUCTURES**

FOR OFFICE USE ONLY	
APPLICATION NO. _____	DATE RECEIVED: _____

Project Location:

TAX MAP SECTION _____ STREET / ADDRESS _____ TOWN _____ VILLAGE _____
BLOCK _____ LOT _____

OWNER INFORMATION:

NAME: _____

MAILING ADDRESS: _____

TELEPHONE # _____

E-MAIL: _____

PLEASE TAKE NOTICE THAT THE STRUCTURE IS (CHECK EACH APPLICABLE LINE):

- ☐ NEW STRUCTURE ☐ ADDITION TO EXISTING STRUCTURE
☐ EXISTING STRUCTURE ☐ REHABILITATION TO EXISTING STRUCTURE

**TO BE CONSTRUCTED OR PERFORMED AT THE SUBJECT PROPERTY REFERENCE ABOVE WILL UTILIZE
(CHECK EACH APPLICABLE LINE):** *(see back for sign designation)*

- ☐ TRUSS TYPE CONSTRUCTION (TT) ☐ PRE-ENGINEERED WOOD CONSTRUCTION (PW)
☐ TIMBER CONSTRUCTION FLOOR (TC) ☐ OTHER: _____

IN THE FOLLOWING LOCATION(S) (CHECK EACH APPLICABLE LINE): *(see back for sign designation)*

- ☐ FLOOR FRAMING, INCLUDING GIRDERS AND BEAMS (F) ☐ ROOF FRAMING (R)
☐ FLOOR FRAMING AND ROOF FRAMING (FR) ☐ OTHER: _____

STRUCTURE CONSTRUCTION TYPE: (CHECK APPLICABLE LINE): *(see back for sign designation)*

- ☐ TYPE I NONCOMBUSTIBLE ☐ TYPE III NONCOMBUSTIBLE EXTERIOR WALLS ☐ TYPE V (COMBUSTIBLE)
OR ANY MATERIAL
☐ TYPE II NONCOMBUSTIBLE ☐ TYPE IV HEAVY TIMBER PERMITTED BY CODE

APPLICATION is hereby made to the Washington County Department of Code Enforcement for the issuance of a building permit pursuant to the provisions of Washington County Local Law No. 3 of 2007, and the Building Codes of New York State. The applicant agrees to comply with all applicable provisions of said law and code as well as all applicable local, county or state laws and/or ordinances: and swears that all statements contained in this application are true to the best of his/her knowledge and belief.

OWNER OR OWNER'S REPRESENTATIVE SIGNATURE

DATE

OWNER OR OWNER'S REPRESENTATIVE PRINT

Revised July 2021

IDENTIFICATION OF BUILDINGS UTILIZING TRUSS TYPE CONSTRUCTION (check appropriate symbol)

	TYPE I NONCOMBUSTIBLE	TYPE II NONCOMBUSTIBLE	TYPE III NONCOMBUSTIBLE EXTERIOR WALLS	TYPE IV HEAVY TIMBER	TYPE V ANY MATERIAL PERMITTED BY	
Floor Construction						Floor Construction
Roof Construction						Roof Construction
Floor & Roof Construction						Floor & Roof Construction

Required Sign Location(s)

Residential Construction

Affixed to electric meter box attached to the exterior of the structure or affixed to the exterior wall of the residential structure at a point immediately adjacent to the electric box or a location likely to be seen by first responders with approval by the authority having jurisdiction.

The construction type designation shall be "I", "II", "III", "IV" or "V" to indicate the construction classification of the structure under section 602 of the BCNYS

DESIGNATION FOR STRUCTURAL COMPONENTS THAT ARE OF TRUSS TYPE CONSTRUCTION

"F"	FLOOR FRAMING, INCLUDING GIRDERS AND BEAMS
"R"	ROOF FRAMING
"FR"	FLOOR AND ROOF FRAMING

NYS BUILDING STANDARDS AND CODES

Commercial Construction

Exterior building entrance doors, exterior exit discharge doors, and exterior roof access doors to a stairway	Attached to the door, or attached to a sidelight or the face of the building, not more than 12 inches (305 mm) horizontally from the latch side of the door jamb, and not less than 42 inches (1067 mm) nor more than 60 inches (1524 mm) above the adjoining walking surface.
Exterior building entrance doors, exterior exit discharge doors, and exterior roof access doors to a stairway	Attached at each end of the row of doors and at a maximum horizontal distance of 12 feet (3.65M) between signs, and not less than 42 inches (1067 mm) nor more than 60 inches (1524 mm) above the adjoining walking surface.
Fire department hose connections	Attached to the face of the building, not more than 12 inches (305 mm) horizontally from the center line of the fire department hose connection, and not less than 42 inches (1067 mm) nor more than 60 inches (1524 mm) above the adjoining walking surface.

DESIGNATION FOR STRUCTURAL COMPONENTS THAT ARE OF TRUSS CONSTRUCTION

ROMAN ALPHANUMERIC DESIGNATION OF CONSTRUCTION TYPE BASED ON SECTION 602 OF THE BUILDING CODE OF NEW YORK STATE



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LOCAL REGULATION COMPLIANCE CERTIFICATE
TO BE SUBMITTED PRIOR TO ISSUING PERMIT

LRCC #1

TOWN / VILLAGE OF _____

THIS IS TO CERTIFY that the proposed construction described in Washington County Building Permit complies with all town and/or village zoning laws or requirements.

Applicant: _____

Property Address: _____

Project Description: _____

As further described in the attached Washington County Building Permit Application complies with the following local laws:

Flood Plain Law: ☐ This parcel is in a flood plain

☐ This parcel is not in a flood plain

☐ Zoning Ordinance

☐ Mobile Home Ordinance

☐ Subdivision Regulations

☐ Site Plan Review

☐ Other Local Law _____

☐ No Local Town / Village requirements apply to proposed construction.

N/A

YES

NO



If an Adirondack Park Agency Permit is required, has one been issued?

☐☐☐

If a Permit from the Lake George Park Commission is required, has one been issued?

☐☐☐

If a Permit is required by the NYS Dept. of Environmental Conservation, has one been issued?

☐☐☐

If a Permit is required by the NYS Dept. of Health, has one been issued?

☐☐☐

If a Permit is required for a new driveway or road access, from NYS D.O.T., Washington Co. DPW, or your local Town or Village, has one been issued?

☐☐☐

The Town of Greenwich DOES require an additional Building Permit Application AND a Driveway Permit Application. Contact the Greenwich Town Clerk and submit, with this Certificate, to the Town of Greenwich

☐☐☐

The Town of Argyle DOES require an additional Building Permit application, one set of prints, a Driveway Permit Application & a Local Compliance Checklist to be completed. Contact the Argyle Town Clerk and submit, with this Certificate, to the Town of Argyle.

☐☐☐

Town of Hampton requires "construction use verification form" Application fee is \$10.00. Obtain form from Town of Hampton Clerk

☐☐☐

If a Flood Hazard Area Permit is required by your local municipality, has one been issued?

☐☐☐

Other remarks by Local Official: _____

SIGNATURE OF LOCAL COMPLIANCE OFFICIAL, OR CHIEF ELECTED OFFICIAL

DATE

SIGNATURE OF APPLICANT

DATE

Revised July 2021

Compliance Officer Contacts for
Local Regulation Compliance Certificate "LRCC" #1 & #2

TOWN/VILLAGE	CONTACT	PHONE NUMBER
Argyle Village	Mayor, Wes Clark	(518) 638-8717
Argyle Town	Supervisor, Robert Henke	(518) 638-8681 ext. 12
Cambridge Town	Supervisor, Catherine Fedler	(518) 796-1877
Cambridge Village	William Reagan	(518) 469-3467
Dresden	Supervisor, Paul Ferguson	(518) 499-0552 (home)
Fort Ann Village	Mayor, Dennis Langlois	(518) 639-4416 (office)
Fort Ann Town	Mark Miller	(518) 639-8929 ext. 5
Granville Village	Curt Pedone	(518) 642-2640
Granville Town	Bill Humphries	(518) 642-1500 / 361-8685
Greenwich Village	Eric Becker	(518) 232-8252
Greenwich Town	Andrew Mollica	(518) 335-9786
Hampton	Supervisor, David O'Brien	(518) 282-9830 (office)
Hartford	Mark Miller	(518) 632-9151
Hebron	Supervisor, Brian Campbell	(518) 415-7039
Jackson	Supervisor, Jay Skellie	(518) 854-7883
Putnam Town	Galen Seerup	(518) 547-8955
Salem Town	Supervisor, Evera "Sue" Clary	(518) 854-3277
White Creek	Supervisor, James Griffith	(518) 677-8545 (office)
Whitehall Village	Dan Stazinski	(518) 681-6553
Whitehall Town	Supervisor, John Rozell	(518) 499-1535

Revised September 2021



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**LOCAL REGULATION COMPLIANCE CERTIFICATE
TO BE SUBMITTED AFTER PROJECT COMPLETION**

LRCC #2

TOWN / VILLAGE OF _____

THIS IS TO CERTIFY that the completed construction project described in Washington County Building Permit# _____ Issued on (date) _____ complies with all town and/or village zoning laws or requirements. Project is described as follows:

Applicant: _____

Site Property Address: _____

Project Description: _____

SIGNATURE OF LOCAL COMPLIANCE OFFICIAL, OR CHIEF ELECTED OFFICIAL

DATE

Completed construction project complies with all local Town or Village requirements.



No Local Town or Village requirements apply to completed construction project.



Other remarks by Local Official: _____

⇒ Complete and return to Washington County Code Enforcement, 383 Broadway, Fort Edward, NY 12828.

⇒ Please be advised that **NO** Certificate of Occupancy nor Certificate of Compliance will be issued until this form is submitted.

SIGNATURE OF APPLICANT

DATE