



WASHINGTON COUNTY  
DEPARTMENT OF CODE ENFORCEMENT  
**Physical Address:** 1153 Burgoyne Ave  
Fort Edward, NY 12828  
Phone: (518) 746-2150  
**Mailing Address:** 383 Broadway  
Fort Edward, NY 12828

## **HEATING EQUIPMENT AND CHIMNEY PERMIT APPLICATION**

This application is for supplemental heating such as pellet stoves, woodstoves, and gas fireplaces.

YOUR APPLICATION CANNOT BE ACCEPTED UNTIL IT IS **COMPLETE**. PLEASE ALLOW TWO TO FOUR WEEKS FOR PROCESSING AND REVIEW. BE SURE TO COMPLETE ALL SECTIONS OF THE APPLICATION. IF YOU HAVE QUESTIONS, CONTACT OUR OFFICE FOR GUIDANCE AT (518) 746-2150.

**NO WORK MAY PROCEED WITHOUT A VALID PERMIT & SITE NOTICE.**  
**INSPECTIONS MUST BE COMPLETED BY OUR OFFICE PRIOR TO USE OF APPLIANCE.**

- Application Fee \$50.00. **Make check payable to the Washington County Treasurer.** This is a non-refundable application fee.
- Complete the application in INK. Make sure that you have signed it.
- New installations must be factory-built heating appliances that are listed and labeled and shall be installed in accordance with the conditions of the listing. Factory-built heating appliances shall be tested in accordance with UL 127.**
- Submit a copy of the installation instructions for the proposed heating appliance. Submit brochures or materials describing the clearances and manufacturers specifications when applying for the installation permit. This will avoid delays in the issuance of the permit.**
- 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.
- Smoke and Carbon Monoxide Alarms **must** be installed throughout the structure as required by the New York State Code. With the installation of a new Carbon monoxide source to a building or structure the building or structure shall be evaluated as if such building or structure were constructed on or after January 1, 2008.

**Send all documents and applications to:**  
WASHINGTON COUNTY  
DEPARTMENT OF CODE ENFORCEMENT  
383 BROADWAY  
FORT EDWARD, NY 12828



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HEATING EQUIPMENT AND CHIMNEY 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:

NAME:
MAILING ADDRESS:
TELEPHONE #
TELEPHONE #
E-MAIL:

APPLICANT IS:

OWNER
LESSEE
AGENT
ARCHITECT / ENGINEER
BUILDER / CONTRACTOR
INSTALLER

NAME AND ADDRESS OF OWNER AND INSTALLER IF DIFFERENT THAN APPLICANT:

OWNER

INSTALLER

NAME:
MAILING ADDRESS:
TELEPHONE #
TELEPHONE #
E-MAIL:

NAME:
MAILING ADDRESS:
TELEPHONE #
TELEPHONE #
E-MAIL:

OCCUPANCY TYPE:

(CHECK APPROPRIATE BOX)

SINGLE FAMILY HOME
ONE - FAMILY DWELLING R3
TWO - FAMILY DWELLING R3
MULTIPLE DWELLING:
PERMANENT OCCUPANCY R2
TRANSIENT OCCUPANCY R1
ADULT RESIDENTIAL CARE R4
(NOT MORE THAN 16 OCCUPANTS)

BUSINESS
MERCANTILE
FACTORY
STORAGE
ASSEMBLY
INSTITUTIONAL
MISCELLANEOUS
OTHER

DESCRIBE

GROUP B
GROUP M
GROUP F
GROUP S
GROUP A
GROUP I
GROUP U
GROUP



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Building Information: (Complete all that apply)

Building Construction Type:
Building Exterior:
Building Roof:
Building Heating & Cooling:

Proposed Equipment Information: (Complete all that apply)

Type of Equipment:
Type of Fuel:
Manufacturer Information:
Primary Source of Heat?
Equipment Location:
Chimney Information:
Chimney Location:
Chimney Type:

APPLICATION is hereby made to the Washington County Department of Code Enforcement for an installation of Heating Equipment permit pursuant to Washington county Local Law "A" of 2003, Section 8.1. The applicant agrees to comply with all applicable provisions of said law and code, rules and regulations governing the installation of heating equipment and swears that all statements contained in this application are true to the best of his/her knowledge and belief.

APPLICANT'S SIGNATURE

DATE

# 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](https://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](https://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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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

Table with 3 columns: Question, N/A, YES, NO. Contains 9 rows of questions regarding various permits and local requirements.

Other remarks by Local Official:

SIGNATURE OF LOCAL COMPLIANCE OFFICIAL, OR CHIEF ELECTED OFFICIAL DATE

SIGNATURE OF APPLICANT DATE

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