

# Town of Tupper Lake Code Enforcement

120 Demars Boulevard, Tupper Lake, New York 12986

Office: (518) 359-9261 Fax: (518) 359-2634

## Building Permit Procedure

- 1) Schedule an appointment with the Code Enforcement Official. At this meeting you can explain your project and investigate all the rules, regulations or codes that pertain.
- 2) A building permit is required for and prior to commencing: The creation, construction, and enlargement. Improvement, alteration, removal or demolition of any building, structure or any portion thereof and installation of heating equipment.
- 3) An application form must be completed, neatly in ink. The applicant is responsible for all information relating to the property owner, location, and size of lot, cost of construction, deed restrictions, type of new construction and any pertinent data regarding the project. Additional information is required from the property owner concerning APA, Wetlands area, Floodplain insurance, county and state DOT and Village/Town Water and Sewer.
- 4) A properly dimensioned plot plan, drawn as close to scale as possible, must accompany all applications. A plot plan will show the road on which the property abuts, dimensions of the lot, location and size of the new construction, all setbacks relating to the proposed structure and names of owners whose property abuts the lot when applicable.
- 5) A set of plans bearing the official seal, stamp and signature of a New York state registered architect or licensed professional engineer must be submitted to the Code Enforcement Official prior to the issuance of a permit for a building over 1500 square feet or commercial building and major alteration or renovation. The plans and permits documentation become a permanent record of the project. A plan review will be completed before the permit is issued.
- 6) Providing all requirements are met and are in compliance with the Town of Tupper Lake Zoning Ordinance and upon payment of the stipulated fee, a building permit can be issued. The permit is valid for three years.
- 7) Issuance of this building permit requires that the Town of Tupper Lake building inspector be allowed to make all required inspections related to said permit. **It is the applicant's responsibility to schedule all inspections with the Code Enforcement Official during the construction process.**
- 8) No building shall be occupied or used in whole or in part for any purpose whatsoever until a Certificate of Occupancy has been granted by the Code Enforcement Official.

### **ALL APPLICATIONS MUST BE SUBMITTED WITH PROOF OF CURRENT WORKERS' COMPENSATION INSURANCE COVERAGE OR AN AFFIDAVIT OF EXEMPTION TO SHOW PROOF OF WORKERS' COMPENSATION COVERAGE.**

New York State Law requires that all plans, drawings and specifications relating to the construction or alteration of buildings or structures which must be filed with a local building official must be stamped with the seal of an architect or professional engineer (article 147, section 7307).

## Building Permit Application

Property Tax Map #: \_\_\_\_\_ Zone: \_\_\_\_\_ Date: \_\_\_\_\_

Project Location: \_\_\_\_\_ Project Cost (est.): \_\_\_\_\_

Property Owner: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Village/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Applicant: \_\_\_\_\_ Fax #: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
 Village/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ E-mail: \_\_\_\_\_

Plan Professional: \_\_\_\_\_ Fax #: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
 Village/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ E-mail: \_\_\_\_\_

Contractor: \_\_\_\_\_ Fax #: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
 Village/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ E-mail: \_\_\_\_\_

Project Description: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>Permit Use:</b>	<b>Permit Type:</b>
<input type="checkbox"/> Erect <input type="checkbox"/> Change of Use <input type="checkbox"/> Install <input type="checkbox"/> Occupy <input type="checkbox"/> Repair <input type="checkbox"/> Move <input type="checkbox"/> Alter <input type="checkbox"/> Demolish <input type="checkbox"/> Replace <input type="checkbox"/> Extend	<input type="checkbox"/> Commercial/Industrial <input type="checkbox"/> Chimney <input type="checkbox"/> Liquid Fuel <input type="checkbox"/> Garage <input type="checkbox"/> Pole Barn <input type="checkbox"/> Liquid Fuel Appliance <input type="checkbox"/> Porch/Deck <input type="checkbox"/> Pool <input type="checkbox"/> Solid Fuel Appliance <input type="checkbox"/> Roof <input type="checkbox"/> Sign <input type="checkbox"/> Accessory Structure (storage shed, fence, etc.) <input type="checkbox"/> Residence – Site Built/modular <input type="checkbox"/> Manufactured Home – SW/DW  Other: _____

Plans are:                       Attached/Enclosed       Shipped Separately       Not supplied

Is the Plot Plan attached?  Yes     No

Has any work on the project been started or completed? \_\_\_\_\_

Is the project in compliance with the Town/Village of Tupper Lake Zoning Ordinance?                       Yes     No

**Design Criteria**

**Code:** New York State Building Code (adopted: Jan. 1, 2007)

**Ground Snow Load:** 92 lbs./sq.ft. (Figure 1608.2)      **Basic Wind Speed:** 90 miles/hour (figure 1609)

**Weathering:** Severe    **Frost Line Depth:** 4 feet    **Zone # 16 Winter Design Temperature:** -15 degrees

**Commercial/Industrial:**

Size: \_\_\_\_\_ Style: \_\_\_\_\_ Foundation Type: \_\_\_\_\_  
 Number of Stories \_\_\_\_\_ Number of Rooms \_\_\_\_\_ Number of Restrooms \_\_\_\_\_  
 Heat Type \_\_\_\_\_ Fuel Type: \_\_\_\_\_ Foundation Type \_\_\_\_\_

**All Residential: (site built, modular, manufactured single wide, manufactured double wide)**

Size: \_\_\_\_\_ Style: \_\_\_\_\_ Number of Stories \_\_\_\_\_  
 Number of Rooms: \_\_\_\_\_ Number of Bedrooms \_\_\_\_\_ Number of Baths \_\_\_\_\_  
 Heat Type \_\_\_\_\_ Fuel Type: \_\_\_\_\_ Foundation Type \_\_\_\_\_ Fireplace?  Yes  No

**Additional Modular Information:**

Manufacturer: \_\_\_\_\_ Date of Manufacture \_\_\_\_\_  
 Attach NYS Department of State Codes Division Approval

**Additional Mobile Home Information:**

Mobile Home Park Name: \_\_\_\_\_ Lot # \_\_\_\_\_  
 Make \_\_\_\_\_ Year \_\_\_\_\_ Size \_\_\_\_\_ Serial #: \_\_\_\_\_ Hud # \_\_\_\_\_

**Garage/Shed:**

Size: \_\_\_\_\_ Attached  Yes  No Heat Type: \_\_\_\_\_  
 Foundation Type: \_\_\_\_\_  
 If attached, is fire barrier detail on print?  Yes  No

**POOLS - Please submit a plot plan showing the following**

- Location of pool
- Distance from bldgs, overhead util lines, underground elec/water lines, septic systems, well, prop lines.
- Height & location of barrier, fences, gates, door alarms
- Pool equipment location and clearances

**SIGNS – Please provide the following information**

- Location of the sign; Distance from buildings, roads, utility poles, property lines; Existing signs/sizes & dimensions, etc.
- Drawing of the proposed sign including the following:
- Dimensions; Area in square feet; Structural supports; brackets; Height (from ground to top, bottom); Text/Lettering; Colors; Lighting/illumination

**Porch/Deck:**

Size: \_\_\_\_\_ Foundation/Piers: \_\_\_\_\_  
 (Porches and decks attached to buildings with frost walls and full foundations are required to have footings below frost depth).

**Pole Barns:**

Size: \_\_\_\_\_ Pole Size: \_\_\_\_\_  
 Pole Spacing: \_\_\_\_\_ Floor material: \_\_\_\_\_

The following exceptions **do not** require the stamp of seal of a licensed, registered architect or professional engineer [article 147, section 7307(s)]

- Farm buildings and other buildings used solely and directly for agricultural purposes;
- Single family residential buildings 1,500 square feet or less, not including garages, carports, porches, cellars, or uninhabitable basements or attics.
- Alterations costing \$10,000.00 or less within New York City and \$20,000.00 or less outside of New York City, if these alterations do not involve changes affecting the structural safety or public safety of the building or structure.

**Other Construction:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Additional Comments:** \_\_\_\_\_

\_\_\_\_\_

**Remedies & Penalties    Section 10 Local Law #2, 1986    NYS Uniform Fire Prevention & Building Code**

In addition to the remedies prescribed by the code, any person, corporation, association, firm or partnership That fails to remedy the condition found to exist in violation of the code and this local law shall be subject to a fine of not more than \$250.00or imprisonment for a period not exceeding fifteen (15) days, or both such fine and imprisonment.

Each violation that continues to exist beyond the date fixed in the order of the Code Enforcement Official to remedy the violation shall be deemed a separate offense.

State of New York                    §  
County of Franklin

Deponent being duly sworn, says that he is the owner or authorized agent for which the foregoing work is proposed to be done, and that he is duly authorized to perform such work, and that all workmen employed on this building are covered by contact or compensation insurance, and that all work will be performed in accordance with all existing state and local ordinances. I further state that all information is true and correct to the best of my knowledge.

In a written instrument, any person who knowingly makes a false statement which such person does not believe to be true, has committed a crime under the laws of the State of New York, punishable as a Class A misdemeanor. (PL210/45)

Affirmed under penalty of Perjury this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

Schedule of fees pursuant to Section 381 of the Executive Law for the administration and enforcement of the uniform fire prevention and building code. See Local Code Enforcement Officer for applicable fees.

Fee: \_\_\_\_\_

**AIR LEAKAGE TESTING IS NOW MANDATORY**

The building or dwelling unit shall be tested and verified as having an air leakage rate not exceeding three air changes per hour.