

Pete Edwards, Code Enforcement Official
Codes, Zoning and Planning

Village of Tupper Lake
53 Park Street
PO Box 1290
Tupper Lake, NY 12986
Phone: (518) 359-3341 ext. 106
Fax: (518) 359-7802



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) A structure shall be considered as anything constructed or erected with a fixed location or attached to something having a fixed location on the ground. Among other things, structures include buildings, swimming pools, mobile homes, walls, billboards, and poster panels.
- 4) 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.
- 5) 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. (A sample plot plan is attached).
- 6) If a deed is not listed on the Village Assessment Roll, a copy of a deed will be required.
- 7) 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 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.
- 8) Providing all requirements are met and are in compliance with the Village 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.
- 9) Issuance of this building permit requires that the Village 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.
- 10) 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.

Foundation:	Footings	Walls	Slab/Floor
	Type	Type	Type
	Depth	Height	Thickness
	Size	Thickness	Vapor barrier
	Reinforcement	Backfill height	Reinforcement
	Concrete (psi)	Concrete (psi)	Concrete (psi)
	Drains	Reinforcement	Anchors
	Other	Waterproofing	Sill Plate
		Anchors	Other
		Sill plate	
		Other	
Floor Framing:	Beams	Columns	Joists
	Type	Type	Type
	Size	Size	Size
	Other	Spacing	Spacing
		Other	Span
			Cross bridging
			Sub flooring
			Other
Wall framing		Material:	Headers
		Type	Type
		Size	Size
		Spacing	Support
		Sheathing	Other
Ceiling Framing	Material	Roof Framing	Material
	Type		Type
	Size		Size
	Spacing		Spacing
	Span		Span
	Other		Sheathing
			Other
			Roof truss specifications
Roof Covering	Material	Insulation	Material
	Type		Type
	Other		Locations
			Other
Exterior Siding	Materials	Interior walls/ceiling	Materials
	Types		Types
	Locations		Locations
	Other		Other

Windows	Doors	Stairs	
Size/location	Size/location	Rise/run/locations	
Emergency egress	Other	Other	
Heating		Electrical	
	Types/locations		Entrance size/location
			GFI's/locations
	other		Outlets/locations
			Lights/locations
			Switches/location
			other
Plumbing		Septic system	
Entrance size/location		Perc test rates	
Supply pipe size/material		Mottling	
Drain/waste pipe size/material		Number of bedrooms	
Roof vents/locations		Size of septic tank	
Other		Size of field	
<u>Accessibility (ADA guidelines)</u>		<u>Other</u>	

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)

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;

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

Construction Class: <input type="checkbox"/> Type I - (Non-combustible) <input type="checkbox"/> Type II - (Non-combustible) <input type="checkbox"/> Type III - (Non-combustible exterior) <input type="checkbox"/> Type IV - (Heavy Timber) <input type="checkbox"/> Type V - (Combustible)	Use and Occupancy Classification: <input type="checkbox"/> A – Assembly <input type="checkbox"/> I – Institutional <input type="checkbox"/> B – Business <input type="checkbox"/> M – Mercantile <input type="checkbox"/> E – Educational <input type="checkbox"/> R – Residential <input type="checkbox"/> F – Factory/Industrial <input type="checkbox"/> S – Storage <input type="checkbox"/> H – High Hazard <input type="checkbox"/> U – Utility/Miscellaneous
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Was application Fee Received? Yes No
 Cash Check (Please make checks payable to the Village/Town of Tupper Lake)
Date Application was Received: _____ Reviewed Approved
Name of Assessor who Reviewed: _____ Date: _____

Drive Way	Address Form	Water	Sewer	CC Septic	Liability	Workers Comp	Plot Plan	Bldg Plans	APA	Flood Plain	Energy Audit	DEC Wetland	AG	Rough Lumber

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: _____
2 Page Noting Restrictions or Absence Thereof

Additional Mobile Home Information:
Mobile Home Park Name: _____ Lot # _____
Make _____ Year _____ Size _____ Serial #: _____ Hud # _____

Garage/Shed:
Size: _____ Attached Yes No Detached Yes No
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 buildings, overhead utility lines, underground electrical/water lines, septic systems, well, property lines, etc.
- Height & location of barrier, fences, gates, door alarms
- Pool equipment location and clearances

SIGNS – Please provide the following information

- Plot Plan showing:
 - 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

<ul style="list-style-type: none"> ➤ Height (from ground to top, bottom) ➤ Text/lettering ➤ Colors ➤ Lighting/illumination (interior/exterior, neon, flashing, etc.)
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: _____

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 Uses and Requirements:

High Density Residential (HDR) [town/village]: 25% gross lot coverage; 25 feet maximum building height.

High Density Residential Special (HDRS): 25% gross lot coverage; 35 feet maximum building height. **Special Review Use:** Multi-family dwellings; grocery stores; gas stations (not including gas/auto service stations); individual mobile homes; mobile home parks; care/keeping of animals; agricultural uses for commercial purposes; public service facilities; sawmills.

Medium Density Residential (R1): 10% gross lot coverage; 35 feet maximum building height.

Low Density Residential (R1): 10% gross lot coverage; 30 feet maximum building height. **Permitted Use:** Single-family dwellings; home occupations except as noted **** forestry uses.

Medium Density Shorefront Residential (SR3): 10% gross lot coverage; 25 feet maximum building height.

High Density Shorefront Residential (SR 1½): 10% gross lot coverage; 25 feet maximum building height.

Rural Residential (R8): 10% gross lot coverage; 30 feet maximum building height.

Low Density Shorefront Residential (SR 8½): 10% gross lot coverage; 25 feet maximum building height.

Shorefront Preservation Residential (SPR): 10% gross lot coverage; 25 feet maximum building height. **Permitted Use:** Single-family dwellings. **Special Review Use:** Multi-family dwellings; public service facilities; professional offices; commercial uses; mobile homes; mobile home parks.

Residential/Commercial (R/C) [village]: 25% gross lot coverage; 35 feet maximum building height. **Permitted Use:** Occupations except as noted **** forestry uses. **Special Review Use:** Multi-family dwellings; public service facilities; professional offices; commercial uses; mobile homes; mobile home parks.

Highway Residential/Commercial (HR/C): 25% gross lot coverage; 35 feet maximum building height. **Permitted Use:** Single-family dwellings; home occupations except as noted **** forestry uses. **Special Review Use:** Multi-family dwellings; tourist accommodations; recreational business/facilities; restaurants; care/keeping of animals; agricultural uses for commercial purposes; grocery stores; gas stations; individual mobile homes; sawmills; public service facilities.

Commercial (C) [village]: 25% gross lot coverage; 35 feet maximum building height. **Special Review Use:** Restaurants; theaters; tourist accommodations; gas stations; auto repair stations; gas/auto service stations; retail businesses; professional office; forestry uses.

Shorefront Resort Development (SRD) [village]: 25% gross lot coverage; 35 feet (15 accessory) **Permitted Use:** Single-family dwellings. **Special Review Use:** Restaurants; theaters; tourist accommodations and related recreational facilities; boat yards; marina's; water-oriented businesses; professional office space; forestry uses; home occupations except as noted ****.

Industrial (I) [village/town]: 50% gross lot coverage; 35 feet maximum building height. **Permitted Use:** See Section 4.532(a).

Conservation Zone (C/Z): **Permitted Use:** Open space recreation; game preserve; private park; recreational cabins of less than 500 square feet; forestry uses. **Special Review Use:** Recreational cabins of 500 to 1,249 square feet.

Municipal Service/Recreation (MS/R) [village]: 5% gross lot coverage; 25 feet maximum building height.
Permitted Use: Waste treatment plant and associated structures; public service facilities. Forestry uses.
Special Review Use: Recreational facilities.

Open Space/Recreation (OS) [town/village]: 5% gross lot coverage; 25 feet maximum building height.
Permitted Use: Foot trails (e.g., hiking, skiing); recreational facilities which will not have structures. Forestry uses.
Special Review Use: Single-family dwellings; individual mobile homes; recreational mobile homes; recreational facilities which will have structures; recreational trails.

Recreation/Timber Harvesting (R/TH): 5% gross lot coverage; 25 feet maximum building height. **Permitted Use:** Forestry uses; recreational cabins of less than 500 square feet; agricultural use. Non-motorized recreational trails. **Special Review Use:** Single-family dwellings; mobile homes; recreational cabins of 500 square feet or more. Motorized recreational trails for public use. Recreational facilities which will have structures.

Schedule of fees pursuant to Section 381 of the Executive Law for the administration and enforcement of the uniform fire prevention and building code.

Under \$1,000.00 = \$25.00 which includes woodstove & chimney insert perms \$1,000.00 and over = \$33.00 plus \$3.00 per thousand.

\$1,000.00	=	\$33.00	+	\$3.00	=	\$36.00
\$2,000.00	=	\$33.00	+	\$6.00	=	\$39.00
\$3,000.00	=	\$33.00	+	\$9.00	=	\$42.00
\$4,000.00	=	\$33.00	+	\$12.00	=	\$45.00
\$5,000.00	=	\$33.00	+	\$15.00	=	\$48.00
\$6,000.00	=	\$33.00	+	\$18.00	=	\$51.00

And so on...

2011 NEC CODE UPDATE RULES
(Based on the 2008 NEC and the 2010 Residential Code of NY)

Major electrical changes for the 2010 NY Residential code!

1. Arc fault on all circuits in (B) Dwelling Units. All 120-volt, single phase, 15- and 20-ampere branch circuits supplying outlets installed in dwelling unit family rooms, dining rooms, living rooms, parlors, libraries, dens, bedrooms, sunrooms, recreation rooms, closets, hallways, or similar rooms or areas shall be protected by a listed arc-fault circuit interrupter, combination-type, installed to provide protection of the branch circuit.

2. GFCI protection required (A) Dwelling Units. All 125-volt, single-phase, 15- and 20-ampere receptacles installed in the locations specified in (1) through (8) shall have ground-fault circuit-interrupter protection for personnel.

(1) Bathrooms (2) Garages, and also accessory buildings that have a floor located at or below grade level not intended as habitable rooms and limited to storage areas, work areas, and areas of similar use
(3) Outdoors

Exception to (3): Receptacles that are not readily accessible and are supplied by a dedicated branch circuit for electric snow-melting or deicing equipment shall be permitted to be installed in accordance with 426.28. ONLY Exception LEFT!!!!

(4) Crawl spaces – at or below grade level (5) Unfinished basements – for purposes of this section, unfinished basements are defined as portions or areas of the basement not intended as habitable rooms and limited to storage areas, work areas, and the like.

(6) Kitchens – where the receptacles are installed to serve the countertop surfaces

(7) Laundry, utility, and wet bar sinks – where the receptacles are installed within 1.8 m (6ft) of the outside edge of the sink. (8) Boathouses

3. Tamper Resistant

406.11 Tamper – Resistant Receptacles in Dwelling Units. In all areas specified in 210.52, all 125-volt, 15-and 20-ampere receptacles shall be listed tamper resistant receptacles. All except a single receptacle by panel for alarm system.

4. Outdoor All 15-and 20-ampere, 125- and 250-volt non-locking receptacles shall be a listed weather-resistant type also must be **Tamper-Resistant.**

5. Perimeter equipotential bonding all pools #8 CU 18 inches out 6 inches deep if no concrete with wire or mesh in it. 680.26 (B) (2)

6. Pool twist lock for pump now required at least **six feet** not five. Convenience receptacle can be at **six feet** but no more than 20.

7. 4- wire feed to second building required now 250.32 (B) same as sub-panel in structure. Separate building requires regrounding as per 250 at each structure.

8. Spare breakers if installed must be labeled as **spare.**

9. Rebar must be used as a grounding electrode if it is used in the footer.

10. CO detector must be no more than 15 feet from bedroom. Detectors must be located on every level with a bedroom or a CO source.

11. 50% of new lighting must be of the energy efficient kind.

Effective date is for permits pulled after 12/27/2010

COMMONWEALTH ELECTRICAL INSPECTION SERVICE INC.
1355 PITTSFORD-MENDON ROAD, PO BOX 723, MENDON, NY 14506
585-624-2380 Fax 585-624-2399

2008 Town and Village Land Use Code “Fee Schedule”

- 1) Parcel Inquiry, Base Fee: \$3.00 (Base fee to include four page printout; each additional page is \$.25)
- 2) Permit Inquiry, Base Fee: (Same as above)
- 3) Site Plan Review, Base Fee: \$75.00 (+ incidentals)
- 4) Site Plan Review Amendment, Base Fee: \$25.00 (+ incidentals)
- 5) Temporary Use Permit, Base Fee: \$100.00 (plus 0.2 of 1% of value) (+ incidentals)
- 6) Special Use Permit Review, Base Fee: \$150.00 (+ incidentals)
- 7) Special User Permit Review Amendment, Base Fee: \$75.00 (+ incidentals)
- 8) Minor Residential Subdivision Permit, Base Fee: \$75.00 (+ incidentals)
- 9) Major Residential Subdivision Permit, Base Fee: \$150.00 (+ incidentals)
- 10) Minor Commercial Subdivision Permit, Base Fee: \$75.00 (+ incidentals)
- 11) Major Commercial Subdivision Permit, Base Fee: \$175.00 (+ incidentals)
- 12) Use Variance (single project), Base Fee: \$150.00 (+ incidentals)
- 13) Area Variance (single project), Base Fee: \$100.00 (+ incidentals)
- 14) Zoning Amendment Petitions, Base Fee: \$425.00 (+ incidentals)
- 15) Planned Development District (PDD), Base Fee: \$425.00 (+ incidentals)
- 16) Zoning Compliance Letters, Base Fee: \$25.00
- 17) Master Plan Copy, Base Fee: \$25.00 (+ incidentals)
- 18) Land Use Code Copay, Base Fee: \$25.00 (+ incidentals)
- 19) Zoning Map Copy. Base Fee: \$15.00 (+ incidentals)

Fees are non-refundable, and due upon submission of request. In addition to the above fees, the Code Administrator, Planning Board, or Zoning Board of Appeals may charge an additional fee to developers of projects requiring legal and/or technical review. The fee charged to the project developer shall reflect the actual costs of reasonable and necessary legal and technical assistance.