

**TOWN OF LEWIS**  
**BUILDING PERMIT INFORMATION**

1. No person, firm or corporation shall commence the erection, construction, enlargement, alteration, removal, improvement, movement, demolition, conversion or change in the nature of occupancy of any building or structure; or install plumbing or heating equipment; or cause the same to be done, without first having applied for and obtained a permit from the Code Enforcement Official of the Town.

2. A permit shall NOT be required for:

- a. One story detached structures associated with one- or two-family dwellings or multiple single-family dwellings (townhouses) which are used for tool and storage sheds, playhouses or similar uses, provided the gross floor area does not exceed 144 square feet.
- b. The installation of swings and other playground equipment associated with a one- or two-family dwelling or multiple single-family dwellings (townhouses).
- c. The installation of a swimming pool associated with a one- or two-family dwelling or multiple single-family dwellings (townhouses) where such pools are designed for a water depth of less than 24 inches and are installed entirely above ground.
- d. The installation of fences that are 6 feet and under, which are not part of an enclosure surrounding a swimming pool.
- e. The construction of retaining walls unless such walls support a surcharge or impound Class I, II, IIIA liquids.
- f. The construction of temporary motion picture, television and theater stage sets and scenery.
- g. The installation of window awnings supported by an exterior wall of a one- or two-family dwelling or multiple single-family dwellings (townhouses).
- h. The installation of partitions or movable cases less than 5'9" in height.
- i. Painting, wallpapering, tiling, carpeting, or other similar finish work.
- j. The installation of listed PORTABLE electrical, plumbing, heating, ventilation or cooling equipment or appliances.
- k. The replacement of any equipment provided the replacement does not alter the equipment's listing or render it inconsistent with the equipment's original specifications.
- l. Ordinary repairs, provided that such repairs DO NOT involve;
  - a. the removal or cutting away of a load bearing wall, partition, or portion thereof, or of any structural beam or load bearing component.
  - b. the removal or change of any required means of egress, or the rearrangement of parts of a structure in a manner which effects egress.
  - c. the enlargement, alteration, replacement or relocation of any building system.
  - d. the removal from service of all or part of a fire protection system for any period of time.

However any construction or repair work not requiring a building permit must nevertheless be done in conformance with the New York State Uniform Fire Prevention and Building Code 19NYCRR, and any and all other state and local statutes.

**BUILDING PERMIT INFORMATION  
(CONTINUED)**

3. Amendments to the application or the plans and specifications accompanying the same may be filed at any time prior to the completion of the work, subject to the approval of the Code Enforcement Official.
4. A building permit shall be effective to authorize the commencing of work in accordance with the application, plans and specifications on which it is based, from the date of the permit issuance, for the period stated from the Fees Schedule for that type of work. For good cause, the Code Enforcement Official may allow a maximum of three (3) extensions for periods not exceeding twelve (12) months each to complete work on the project. All work shall conform to the approved application, plans and specifications. Work shall be substantially completed twelve (12) months after the start of the project.
5. The Code Enforcement Official may revoke a permit where he finds:
  - a. There has been any false statement or misrepresentations made as to a material fact in the application, plans or specifications.
  - b. That the permit was issued in error and should not have been issued in accordance with the applicable law.
  - c. That the work is not being performed in accordance with the provisions of the applications, plans or specifications.
  - d. The person to whom a permit has been issued fails or refuses to comply with a Stop Work Order.
6. The Code Enforcement Official may issue a Stop Work Order whenever he has reasonable grounds to believe that such work is being performed in an unsafe and dangerous manner, or for any of the reasons stated in #5, or any other legally applicable reason.
7. The Code Enforcement Official and/or his agents may, upon the showing of proper credentials and in the discharge of his duties, enter the property, structure or premises for the purpose of inspection as provided in the Code or for the investigation of a complaint.
8. A Certificate of Occupancy is required upon completion of new home construction.
9. A Certificate of Compliance may be required depending upon the nature of the project. The Code Enforcement Official will make such a determination and may require certain tests in order to furnish said proof of compliance. All electrical work requires a third party inspection prior to issuance of certificate of compliance or occupancy.

**10. Responsibility for obtaining a building permit, any required inspections and any necessary certificates upon completion shall be that of the owner of record.**

**IF A PERMIT EXPIRES: NO WORK MAY COMMENCE, NO INSPECTIONS WILL OCCURE, NO CERTIFICATE OF OCCUPANCY OR COMPLETION WILL BE ISSUED UNTIL ALL RENEWAL CHARGES ARE PAID UP TO DATE!**

I have read and understand the Building Permit Information sheets, page 1 and page 2 and will abide.

X

Applicant's signature

TOWN OF Lewis

BUILDING PERMIT APPLICATION

Permit #

If you are building a new driveway or road the Highway Superintendent MUST sign off here before a permit can be issued:

PLEASE PRINT OR TYPE ALL INFORMATION BELOW Date Received:

Property Owner: Email:

Mailing Address of Owner:

Owner Telephone Number: (day) (evening)

Applicant, if other than the owner:

Applicant Telephone Number: (day) (evening)

Tax Map Number: Lot Size:

E-911 Address of Property:

Estimated Total Cost of Construction: \$ Square Footage:

Estimated Cost of Structural, Plumbing, and Electrical work for Alt or Repairs: \$

Setbacks from Foundation: Front yard Side yard: Rear yard:

Building is to be occupied as: One- or Two-Family Dwelling A- (Assembly 1-5)

B (Business) E (Educational) F- (Factory/Industrial 1-2) H- (Hazardous 1-5)

I- (Institutional 1-4) M (Mercantile) R- (Residential 1-4) S (Storage) U (Utility)

Is this a change in the primary use of an existing building? Yes No N/A

Type of Construction/ Description: (CHECK ALL THAT APPLIES)

Building

- New House / Building
Apartment(s)
Addition to Existing Building
Alterations to Existing Building
Enclosing a Porch
Deck / Porch
Detached Garage / Carport
Mobile Home
Manufactured Home
Work Shop
Storage Shed > 144 S.F.
Masonry Chimney
Manufactured Chimney
Fuel Burning Device
Swimming Pool => 24"
Fence > 6' tall
Relocate Existing Bld.
New Septic System
Other

Construction

- Type I Non Combustible
Type II Fire Resistive
Type III Fire Resistive
Type IV Heavy Timber
Type V Combustible
Other

Bedrooms

# of

Exterior

- Clapboards
Shingles
Stucco
Board & Batten
Aluminum
Vinyl
Other

Roof

- Shingles
Slate
Tile
Metal
Membrane
Built Up
Other

Heating

- Oil Hot Water
Hot Air / HVAC
Other

Plumbing

Type
# Baths
# Toilets
# Sinks

Basement

- Full
Half
Quarter
Utility
Laundry
Recreation

Porches

# Enclosed
# Glassed
# Open
# Other

Fuel Type

- Propane / LP
Fuel Oil
Electric
Other



# Worksheet

(Use these sheets if you are not submitting regular plans for your project!)

Please fill in all areas that apply to this project

## Footings

Width \_\_\_\_\_

Depth \_\_\_\_\_

Feet Below Grade \_\_\_\_\_

Reinforcement \_\_\_\_\_

## Piers

Type \_\_\_\_\_

Size \_\_\_\_\_

Spacing \_\_\_\_\_

Feet Below Grade \_\_\_\_\_

## Foundation

Type \_\_\_\_\_

Size \_\_\_\_\_

Height \_\_\_\_\_

Feet Below Grade \_\_\_\_\_

Type Waterproofing \_\_\_\_\_

Anchor Bolts \_\_\_\_\_

Insulation \_\_\_\_\_

Type \_\_\_\_\_

R-Value \_\_\_\_\_

Int. or Ext. \_\_\_\_\_

## Slab

Type \_\_\_\_\_

Thickness \_\_\_\_\_

Vapor Barrier \_\_\_\_\_

Reinforcement \_\_\_\_\_

## Doors

Exterior \_\_\_\_\_

Size \_\_\_\_\_

Type \_\_\_\_\_

Interior Size \_\_\_\_\_

## First Floor System

Species \_\_\_\_\_

Joist Size \_\_\_\_\_

Span \_\_\_\_\_

Spacing \_\_\_\_\_

Sheathing \_\_\_\_\_

## Bearing Beams

Species \_\_\_\_\_

Size \_\_\_\_\_

Span \_\_\_\_\_

Spacing \_\_\_\_\_

## Columns

Size \_\_\_\_\_

Spacing \_\_\_\_\_

## Ceiling Joist

Species \_\_\_\_\_

Span \_\_\_\_\_

Spacing \_\_\_\_\_

## Windows

Header Size \_\_\_\_\_

R. O. Size \_\_\_\_\_

Type of Window \_\_\_\_\_

Glazing U-Factor \_\_\_\_\_

# Worksheet

(Continued)

## Wall Framing

Species \_\_\_\_\_

Size \_\_\_\_\_

Spacing \_\_\_\_\_

Height \_\_\_\_\_

Insulation \_\_\_\_\_

Type \_\_\_\_\_

R-Value \_\_\_\_\_

## Chimneys

Type \_\_\_\_\_

No. of Flues \_\_\_\_\_

Int. or Ext. \_\_\_\_\_

Height Above Roof \_\_\_\_\_

## Stairs

Stair Width \_\_\_\_\_

Tread Depth \_\_\_\_\_

Riser Height \_\_\_\_\_

Closed or Open Riser \_\_\_\_\_

Railing Height \_\_\_\_\_

## Electric

Service Size \_\_\_\_\_

Smoke/CO Detectors \_\_\_\_\_

Number \_\_\_\_\_

Location \_\_\_\_\_

## Roof System

Trusses \_\_\_\_\_

Snow Load \_\_\_\_\_

Design \_\_\_\_\_

Rafters \_\_\_\_\_

Species \_\_\_\_\_

Size \_\_\_\_\_

Span \_\_\_\_\_

Spacing \_\_\_\_\_

Ridge \_\_\_\_\_

Pitch \_\_\_\_\_

Sheathing \_\_\_\_\_

Covering \_\_\_\_\_

Insulation \_\_\_\_\_

Type \_\_\_\_\_

R-Value \_\_\_\_\_

## Plumbing

Water Supply Pipes \_\_\_\_\_

Type \_\_\_\_\_

Size \_\_\_\_\_

Drain Pipes \_\_\_\_\_

Type \_\_\_\_\_

Size \_\_\_\_\_

Vent Pipes \_\_\_\_\_

Type \_\_\_\_\_

Size \_\_\_\_\_

Use the following space for any other information (ie., Decks, porches, etc.)

Use more pages if necessary.

### Permit Application / Fee Schedule

**\* AN ADDITIONAL 50% OF THE APPLICABLE FEE WILL BE CHARGED AS A PENALTY FOR STARTING A PROJECT WITHOUT THE ISSUANCE OF A VALID BUILDING PERMIT.**

\* The permit fee does not include the fee charged by outside agencies which do the required electrical inspections.

**\* \$10.00 Planning Permit Application processing fee.**

- (1) One or Two Family Homes (including Manufactured Homes and Double Wide Mobile Homes)  
 For required permits see Note 2 below  
 See Note 1 Below.....\$ .14 per sq. ft.            3 years  
 Minimum Fee.....\$ 100.00  
 Permit for Foundation only.....\$ 100.00
  
- (2) Multiple Dwellings  
 For required permits see Note 2 below  
 See Note 1 Below.....\$ .18 per sq. ft.            3 years  
 Minimum Fee.....\$ 150.00
  
- (3) Building of Non-residential Occupancy  
 For required permits see Note 2 below  
 See Note 1 Below.....\$ .20 per sq. ft.            2 years  
 Minimum Fee.....\$ 150.00
  
- (4) Unattached Residential Garages, Carports, & Utility Sheds  
 Utility sheds up to 144 square feet – no permit required  
 For required permits see Note 2 below  
 See Note 1 Below.....\$ .10 per sq. ft.            1 year  
 Minimum Fee.....\$ 25.00
  
- (5) All Additions  
 (Including Enclosed or Screened Porches and Attached Garages)  
 For required permits see Note 2 below  
 Fee on square footage on (1) – (4) above  
 (See Note 1 below)  
 Minimum Fee.....\$ 50.00                                    2 years

(6) <u>Repairs or Alterations to Residential &amp; Non-residential Buildings</u>		
For required permits see Note 2 below		
Up to \$ 1000.00.....	\$ 35.00	2 years for Residential
Each \$ 1000.00 Over.....	\$ 10.00	1 year for Non-residential
(7) <u>Construction or Alterations of Solar Systems &amp; Cell Towers</u>		
For required permits see Note 2 below		
Up to \$ 1000.00.....	\$ 35.00	1 year
Each \$ 1000.00 Over.....	\$ 10.00	

Cost based on structural, plumbing and electrical work. Do not include cosmetic work such as cabinets, carpet, etc. Fee not to exceed (1) – (4) above for a new building of the same size. See Note 1 below.

(8) <u>Demolition</u> .....	\$ 50.00	1 year
(9) <u>Decks and Open Porches</u>		
Up to 144 sq. ft. ....	\$ 35.00	1 year
Each additional 100 square foot or part.....	\$ 8.00	
Handicapped ramps on single family homes.....	N/C	
(10) <u>Single Wide Mobile Homes</u>		
\$ .10 per sq. ft. ....	Minimum.....\$ 75.00	1 year
Includes porches, decks, and entries up to 64 sq. ft. If over 64 sq. ft. a permit and fee are required. Fee based on (5) or (6) above. For required permits see Note 2 below.		
(11) <u>Swimming Pools</u> ..... (Above Ground) .....	\$ 40.00	1 year
Enclosures around pre-existing pools.....	\$ 20.00	
In-Ground Pools.....	\$ .10 per sq. ft.	
(12) <u>Solid, Liquid or Gas Burning Device</u> .....	\$ 25.00	1 year
(Included with new house permit)		
(13) <u>Chimney Permit</u> .....	\$ 25.00	1 year
(Included with new house Permit)		
(14) <u>Fuel Burning Device and Chimney</u>		
If applied for together.....	\$ 35.00	1 year
(15) <u>Septic Systems</u>		
1 or 2 Family.....	\$ 45.00	1 year
All others.....	\$ 85.00	



- (16) Conversion or Change of Occupancy  
 Fee set per (6) above  
 Minimum fee.....\$ 60.00 2 years for Residential  
 1 year for Non-residential
  
- (17) Certificate of occupancy.....\$ 50.00
  
- (18) Required Fire Safety Inspection Pursuant to Local Law #1  
 Fee...\$ 40.00 per hour. (1 hour minimum) .....\$ 40.00
  
- (19) Certificate of Inspection  
 No Permit issued.....\$ 80.00
  
- (20) Building Permit Renewal  
 50% of current applicable fees 1 year
  
- (21) Plan Review (See Note 1) \$ 40.00 per hour (1 Hour Minimum)

Note 1: Square footage is based on outside dimensions of the building at each level and shall include habitable basement or occupied basements and attached garages.

**STAMPED PLANS REQUIRED FOR:**

- a. 1 or 2 Family Residence 1500 square feet or over
- b. All commercial buildings
- c. All structural alterations/additions \$20,000 or over

Where no stamped plans are required – detailed drawings and specifications will be required so the Code Enforcement Office will be able to determine if the project meets or exceeds the applicable Uniform Building Codes of New York State and Local Laws of The Town of Lewis.

Note 2: Permits and fees are required for septic, fuel burning devices and chimneys.

Note 3: Fees rounded to nearest dollar.

**APPLICANT CERTIFICATION:**

As owner or authorized representative of the building, structure or land to which this permit applies, I agree to save the Town of Lewis harmless from any and all damages, judgments, costs or expenses which said Town may incur or suffer by reason of the granting of this permit. I acknowledge that nothing contained herein, including the application and any approval herein granted for a project, shall be construed as an assertion of compliance with any requirements of the provisions of the Adirondack Park Agency Act, or the Department of Health, or the Department of Environmental Conservation, or the State of New York Rules and Regulations. The Town of Lewis makes no representation pertaining to the applicant's compliance with any governmental laws, rules or regulations other than the building code of the Town of Lewis and assumes no obligation for notification and coordination in connection therewith. The Town of Lewis also makes no representation as to the existence of any other public right or the private rights of an individual or corporation with respect to a project.

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•Signature of Owner

**\* If the owner's signature is not present above, a signed authorization must accompany this application.\***

**Applicant, if different than owner:**

I hereby certify that the information contained in this application is correct and that I am aware of the requirements of New York State Uniform Fire Protection and Building Code and the Building and Planning/Land Use codes of the Town of Lewis.

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•Signature of Applicant

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

**\*\*This form cannot be used to waive the workers' compensation rights or obligations of any party.\*\***

**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 the 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:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sworn to before me this _____ day of _____  _____  (County Clerk or Notary Public)
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**Once notarized, this Form BP-1 serves as an exemption for both workers' compensation and disability benefits insurance coverage.**