

Building Permit Details Checklist

Line 3 of the building permit application calls for a detailed project description. The list below is meant to serve as a guide to assist the applicant in providing such a description. This list is not all inclusive.

Detailed description for a building permit application must include, as a minimum, the following:

1. Diagram which includes outlines and dimensions of lot, structure, and proposed addition.
2. Diagram and dimensions of the addition, or if project is a renovation and not an addition, sketches of the existing conditions and proposed work. –Sketches must include all items listed in items 3 – 9 below.
3. Footer/foundation details.
4. Drainage details.
5. Framing details – walls, joists, truss/rafters, ties, etc.
6. Insulation and related energy code details.
7. Window and door details.
8. Electrical details – to include lights, switches, outlets, smoke and CO detectors.
9. Heating/ventilation details.
10. Plumbing details.
11. Roof assembly details.

Building codes may be viewed for free online at the following link:

<https://codes.iccsafe.org/public/collections/NY>

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39 Main Street
Saranac Lake, NY 12983
Phone (518) 891-4150
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Documentation for Energy Code Compliance

Please provide the following documentation for compliance with the NYS Energy Code for any and all projects you submit for a building permit:

1. Drawings that include full Energy Code details and Specifications, preferably on a single sheet for all Energy details
2. Statement on Drawing that Design meets the Energy Code per ECCCNY Sec. R103.2.2
3. REScheck or COMcheck reports if those methods are used for Compliance
4. Statement from an HERS Rater outlining Compliance with Performance Approach, and REMRate or other documentation indicating ERI method or Chapter R407 Compliance, and sufficient Reports to demonstrate Mandatory and Prescriptive Requirements have been met
5. Full Mechanical HVAC, Ventilation and service Water design criteria and detail statement with documentation that Sec 403.7 been met for HVAC Sizing
6. Duct sealing, insulation and testing details
7. Pipe insulation details
8. Lighting and Controls detail
9. Air sealing and Air Barrier details
10. Window/Door Fenestration U-factors



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Building Permit Application

1. Project Information	
Application Type:	Tax Map #
Project Address:	
Project Description:	
Type of Work (Check all that apply): <input type="checkbox"/> New Construction <input type="checkbox"/> Addition <input type="checkbox"/> Alteration/Renovation <input type="checkbox"/> Change of Occupancy	

2. Owner Application Information					
Property Owner Name(s):			Applicant Name (if different):		
Address:			Address:		
City:	State:	Zipcode:	City:	State:	Zipcode:
Phone:	Email:		Phone:	Email:	
24-Hour Contact Name:			24-Hour Contact Phone:		

3. Detailed Project Description

Office Use Only			
Application Completeness	✓	Land Use Conformance	Yes No
Application Form		Permitted use?	
Required Plans & Specifications		Material change of use?	
Liability Insurance Documentation		Meets dimensional requirements?	
Workers' Compensation Documentation		Historic district?	
Application Fee:		Floodplain?	
		Overall Land Use Conformance?	
The enclosed application was reviewed and is deemed complete.			Assigned Project #
Staff Reviewer Signature		Date	



Building Permit Application

4. Contractor/Design Professional Information					
Contractor Name:			Design Professional:		
Address:			Address:		
City:	State:	Zipcode:	City:	State:	Zipcode:
Phone:	Email:		Phone:	Email:	
Does this project involve <i>any</i> electrical work?		Yes:	No:	Overall value of construction:	

5. Project Data Table <small>Refer to Code dimensional standards at: https://ecode360.com/attachment/SA0109/SA0109-106b%20Schedule%202.pdf to complete the 'Allowed/Required' column on the Project Data Table below.</small>		
Zoning District:	Allowed/ Required	Proposed
Lot Area		
Front Setback		
Rear Setback		
Side Setback		
Shoreline Setback		
% of lot coverage by principle building		
% of lot coverage by impervious surface		
Building Height/Stories		

6. Insurance Information
Liability (Select One): <input type="checkbox"/> Liability Certificate <input type="checkbox"/> Homeowner Exemption
Workers' Compensation (Select One): <input type="checkbox"/> NYS Insurance Fund (Form U-26.3) <input type="checkbox"/> Private (Form C-105.2) <input type="checkbox"/> Exemption Certificate (Form CE-200) <input type="checkbox"/> Homeowner Exemption (Form BP-1)

7. Application Submissions		
Info submitted with application (Check all that apply):	<input checked="" type="checkbox"/>	Notes/Explanation:
Application Form	<input type="checkbox"/>	
Liability Insurance Documentation	<input type="checkbox"/>	
Workers' Compensation/Disability Documentation	<input type="checkbox"/>	
Sketch/Site Plan	<input type="checkbox"/>	
Plans/Schematics	<input type="checkbox"/>	
Specifications	<input type="checkbox"/>	



Building Permit Application

8. Fee Calculation

Building/Structure Description	Fee Description	Sq Ft	Fee	Enter Fee
New Construction				
One- or two-family dwellings or townhouses	First 1,500 square feet of area		\$200	
	Each additional 1,000 sq. ft. or fraction thereof		\$100	
Accessory structures (Examples of accessory structures include garages, sheds, pole barns, decks, swimming pools, outdoor wood boilers, boathouses, docks and photovoltaic systems)	144-1,000 sq. ft.		\$25	
	Each additional 1,000 sq. ft. or fraction thereof		\$50	
All other residential buildings and non-residential buildings and structures	Each 1,000 sq. ft. or fraction thereof		\$200	
Additions				
One- or two-family dwellings or townhouses	Each 1,000 sq. ft. or fraction thereof		\$100	
Accessory structures	Each 1,000 sq. ft. or fraction thereof.		\$25	
All other residential buildings and non-residential buildings and structures	Each 1,000 sq. ft. or fraction thereof		\$200	
Alterations/Renovations				
One- or two-family dwellings or townhouses ¹	Minor alterations/renovations including non-structural roofing ²		\$25	
	Electrical, HVAC, and/or plumbing system installations or any combination thereof		\$50	
	Major alterations/renovations, including structural alterations ³	Each 1,000 sq. ft. or fraction thereof	\$100	
Accessory Structures	Each 1,000 sq. ft. or fraction thereof		\$25	
All other residential & non-residential buildings and structures ¹	Minor alterations/renovations including non-structural roofing ²		\$50	
	Electrical, HVAC, and/or plumbing system installations or any combination thereof		\$100	
	Major alterations/renovations, including structural alterations ³	Each 1,000 sq. ft. or fraction thereof	\$200	
Retroactive Permit Penalty	25% of permit fee or \$50 minimum			
Notes: ¹ To calculate the total fee for minor alterations/renovations add the alteration/renovation fee and the electrical, HVAC, plumbing fee if applicable. ² Minor alterations/renovations are non-structural projects under 1,000 sq. ft. including roof, siding and window replacement. ³ For major alteration/renovation projects <u>do not</u> include the electrical, HVAC, plumbing fee in the total fee.			Total Fee:	

9. Certification

I certify that I am the owner of the property identified in the application, or duly authorized by the owner of the property, and that the statements herein contained and the information provided in the attached plans and other exhibits are in all respects true and correct to the best of my knowledge. I acknowledge that nothing contained herein, including any permit issued by the Village of Saranac Lake, shall be construed as an assertion of compliance with any requirements of the provisions of any State or Federal Agency. I acknowledge that work related to this Building Permit Application may be subject to regulations governing the handling, removal and/or disposal of asbestos and/or lead-based paint. If the work is subject to regulations governing asbestos and/or lead-based paint, I will comply with all such regulations.

Print Property Owner/Authorized Representative Name _____

Property Owner/Authorized Representative Signature _____

Date _____

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 that 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 if appropriate, file a CE-200 exemption form; 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)

Once notarized, this BP-1 form serves as an exemption for both workers' compensation and disability benefits insurance coverage.



Building Permit Application

Building Permit Application Instructions

Please take time to fill out the building permit application completely. Failure to provide all necessary information will result in a delay in the processing the application. If you have any questions, please contact the Village of Saranac Lake Code Enforcement Officer at (518) 891-4150 or ceo@saranacakeny.gov.

1. Project Information

Tax Map ID#: This can be found on the property tax bill or by using the online GIS applications provided by the county real property tax service departments for Franklin (<http://www.spatialwebhost.com/franklinwebmap/index.html>) or Essex (<http://rots-web.co.essex.ny.us/rots/website/EssexCountyGISPublic/>) Counties.

Project Address: The street address as it appears on the tax bill for the property.

Project Description: A one-line description of the proposed project (e.g. residential roof replacement; commercial kitchen renovation; construction of a new single-family home).

Type of Work: Indicate whether the project is new construction and/or addition, alteration/renovation, or change of use.

2. Owner Application Information

Property Owner: The name, mailing address and contact information for the current owner of the subject property.

Applicant: The name, mailing address and contact information of the applicant if it is different than the property owner.

24-Hour Contact: The name and phone number for someone who can be contacted in case of an emergency related to the property.

3. Detailed Project Description

A detailed description of the project. Any information that is not or cannot be shown in submitted plans and specifications that helps verify that the proposed project plan will comply with the Uniform Code should be included in the project description. Attached additional sheets if necessary.

4. Contractor/Design Professional Information

Contractor Name: The name, mailing address and contact information for the general contractor for the project. This information is required unless the project will be completed by the owner of the property.

5. Project Land Use & Zoning Conformance

This table must be completed unless the project is an interior alteration/renovation.

6. Insurance Information

A building permit cannot be issued unless proof of liability and workers' compensation insurance is on file. All insurance documentation can be submitted with the application, faxed to (518) 891-1324 or emailed to ceo@saranacakeny.gov.

Liability: Select 'Liability Certificate' if the project involves a contractor or select 'Homeowner Exemption' if the homeowner is undertaking the project at his/her own home. The Liability Certificate must have the Village of Saranac Lake, 39 Main Street, Saranac Lake, NY 12983, listed as a certificate holder.

Workers' Compensation: One of the following four types of documentation must be selected. 1. If the contractor is insured by the NYS State Insurance Fund select 'NYS Insurance Fund' and submit Form U-26.3. 2. If the contractor is insured by a private carrier select 'Private' and submit Form C-105.2. Both forms are provided by the contractor's insurance agent.

For more information talk to the contractor's insurance carrier or visit

<http://www.wcb.ny.gov/content/onlineforms/obtainC105.jsp>. Please note that the Village does not accept ACCORD forms as documentation for workers' compensation coverage. 3. If the contractor is a sole proprietor with no employees select 'Exemption Certificate' submit a Certificate of Attestation of Exemption, Form CE-200 issued to the contractor by the NYS Workers' Compensation Board. Contractors complete a Form CE-200 for every project. The form can be completed by the contractor and printed immediately using a web-based application available at

http://www.wcb.ny.gov/content/ebiz/wc_db_exemptions/requestExemptionOverview.jsp or it can be completed and submitted by mail to the Workers' Compensation Board for processing and the certificate will be mailed to the contractor. Because this process can take up to 4 weeks for completion the Village strongly advises contractors to complete the certificate on-line. 4. If the project will be undertaken by the owner of an owner-occupied 1, 2, 3, or 4 family residential building Select 'Homeowner Exemption' and submit a completed Form BP-1 Affidavit of Exemption to Show Specific Proof of Workers' Compensation Insurance Coverage for a 1, 2, 3 or 4 Family, Owner-occupied Residence. The form is available at

<http://www.wcb.ny.gov/content/main/forms/bp-1.pdf>.

7. Application Submissions

Please indicate all documentation that will be submitted with the permit application. Required documentation varies with each project. Failure to submit required documentation will result in a delay in the processing of the application.

Liability Insurance Documentation: See #6 above. The application package must include proper liability insurance documentation unless the applicant is an owner undertaking the project on his/her own home.

Worker's Compensation Insurance Documentation: See #6 above. The application package must include one of the four types of workers' compensation insurance documentation described above.

Sketch/Site Plan: If the project includes new construction or an addition a sketch/site plan must be submitted. The drawing must be to scale and show the proposed improvement in relationship to all property lines.

Plans/Schematics: For new construction, additions and major renovations building plans must be submitted with the application. Most projects require plans prepared and stamped by a NYS licensed professional. For more information visit http://www.aianys.org/what's_legal_what's_not.pdf

Specifications: Specification sheets, installation manuals and other materials should be submitted as necessary. This is especially important for installations of equipment such as wood stoves, heating systems, and commercial kitchen hoods

8. Fee Calculation

Most fees are calculated for each 1,000 sq. ft. of construction, addition or alteration or fraction thereof. For example, the fee for a 900 sq. ft. addition to a single family home is \$100 while the fee for a 1,100 sq. ft. addition to a single family home is \$200.

9. Certification

The certification must be signed by the owner of the property or an authorized representative. An unsigned application will not be processed.