

TOWN OF GREENWICH
BUILDING PERMIT APPLICATION

Property Owners Name: _____ Date: _____
Address: _____ Phone: _____
_____ Cell: _____

Location (if different): _____
Tax Map ID # _____
Does the property border or contain either the Battenkill or Hudson Rivers? _____
Does the property border or contain a watercourse or wetland? _____

Building Construction: Estimated Cost of Construction: \$ _____

Use of Building: (circle please)

1. Residential: Single Family _____ Two Family _____ Multi-Family _____
2. Agricultural _____
3. Storage _____
4. Worship _____
5. Governmental _____
6. Business : Type _____
7. Other: _____

No. of Stories _____	No. of Bedrooms _____	Circle Yes or No		
No. of Bathrooms _____	Siding Type _____	Inground Pool	Yes	No
Heat Type _____	Water Supply _____	Fireplace	Yes	No
Total # of rooms _____		Central Air	Yes	No
Basement : Full Partial Crawl Slab				

Size of Building:

Total Square Feet _____	Finished Basement Area _____
Dimensions of garage _____	Finished Attic Area _____
Basement garage area _____	Square Feet of Farm Building _____
Dimensions of porch and/or deck _____	

FOR USE BY CODE ENFORCEMENT OFFICER

Do local subdivision regulations apply? YES NO
If yes, in what way? _____

Zoning District: Rural Agriculture
Hamlet/Mixed Use
Residential
Commercial
Industrial

Setbacks required for Dist.: Front: _____ Side: _____ Rear: _____ 100 ft. River Setback required? _____
Lot size required for Dist.: _____

Is this a permitted use in this Zoning District? Yes _____ No _____
If no, is a Special Use Permit Required? Yes _____ No _____
If no, is a Site Plan Review Required? Yes _____ No _____

Town of Greenwich, Code Enforcement Officer

Date

ANY CHANGES TO PERMIT REQUIRE NOTIFICATION TO CODE ENFORCEMENT OFFICER.

ONE SET OF PRINTS WILL BE RETAINED BY THE TOWN OF GREENWICH. WASHINGTON COUNTY CODE ENFORCEMENT REQUIRES 2 SETS.

TOWN OF GREENWICH HIGHWAY DEPARTMENT

DRIVEWAY PERMIT APPLICATION

(Section 213 of the Highway Law)

Check One:

_____ Driveway or Culvert

_____ Repair or Install Water Main Pipe

_____ Repair or Install Sewer Pipe

_____ Repair or Install Gas Pipes

TAX MAP # _____

Date: _____

To: Town of Greenwich Highway Superintendent:

Applicant's name: _____

Applicant resides at (address) _____

Applicant's home phone

Day _____ Eve _____

Applicant's business address _____

Applicant's business phone _____

Applicant is applying to (perform what type of work at what address) _____

This work will cross over or under a Town Highway situated in the Town of Greenwich, Washington County, known as _____ (road name) in accordance with the requirements as specified by the Town Superintendent of Highways, of the Town of Greenwich, which are hereinafter set forth; all forming a part hereof.

The work is to be performed between _____ and _____ 20____.

Signature and authorization(if other than applicant) _____

**PERMIT
(under section 213 of the Highway Law)**

Permission is hereby granted to _____ (name) to proceed as set forth and represented in the foregoing application, and at the particular location described therein, in accordance with the requirements specified and pursuant to the conditions and regulations whether general or special which are hereinafter set forth; all forming a part hereof; to wit:

1. This permit shall not be assigned or transferred without the written consent of the Town Superintendent of Highways.
2. The work authorized by this permit shall be performed in a manner satisfactory to the Town Superintendent of Highways.



DEPARTMENT OF CODE ENFORCEMENT

Washington County Municipal Center
383 Broadway
Fort Edward, New York 12828

Phone: (518) 746-2150

Fax: (518) 746-2157

FOR OFFICE USE ONLY	<input type="checkbox"/> APPROVED	PERMIT NO. _____
	<input type="checkbox"/> DISAPPROVED	REASONS: _____
	APPLICATION NO. _____	_____
	DATE RECEIVED _____	_____
DATE EXAMINED _____	EXAMINED BY: _____	_____
AMOUNT OF FEE RECEIVED _____		

JOB LOCATION:

STREET/ADDRESS _____ TOWN/VILLAGE _____

TAX MAP SECTION _____ BLOCK _____ LOT _____

APPLICANT: NAME: _____

MAILING ADDRESS: _____

TELEPHONE: _____

APPLICANT IS:

- OWNER
- LESSEE
- AGENT
- ARCHITECT/ENGINEER
- BUILDER/CONTRACTOR

NAME & ADDRESS OF OWNER IF DIFFERENT THAN APPLICANT: _____

IF OWNER/APPLICANT IS A CORPORATION GIVE NAME AND TITLE OF TWO OFFICERS

(1) _____

(2) _____

OCCUPANCY: (CHECK APPROPRIATE BOX)

<input type="checkbox"/> ONE-FAMILY DWELLING	R3	<input type="checkbox"/> BUSINESS	_____	GROUP B
<input type="checkbox"/> TWO-FAMILY DWELLING	R3	<input type="checkbox"/> MERCANTILE	_____	GROUP M
<input type="checkbox"/> MULTIPLE DWELLING:		<input type="checkbox"/> INDUSTRIAL	_____	GROUP F
<input type="checkbox"/> PERMANENT OCCUPANCY	R2	<input type="checkbox"/> STORAGE	_____	GROUP S
<input type="checkbox"/> TRANSIENT OCCUPANCY	R1	<input type="checkbox"/> ASSEMBLY	_____	GROUP A
<input type="checkbox"/> ADULT RESIDENTIAL CARE	R4	<input type="checkbox"/> INSTITUTIONAL	_____	GROUP I
(NOT MORE THAN 16 OCCUPANTS)		<input type="checkbox"/> MISC.	_____	GROUP U

NATURE OF PROPOSED WORK: (CHECK ANY THAT APPLY) ESTIMATED COST (EXCLUSIVE OF LAND)

CONSTRUCTION OF A NEW STRUCTURE _____

ADDITION TO EXISTING STRUCTURE _____

ALTERATION TO EXISTING STRUCTURE _____

OTHER (DESCRIBE) CHANGE OF OCCUPANCY _____

_____ TOTAL

ENGINEER, ARCHITECT, AND/OR (SUB) CONTRACTORS:	NAME	PHASE OF WORK	PHONE NO.
	_____	_____	_____
IF OWNER BUILT	_____	_____	_____
<input type="checkbox"/> CHECK HERE	_____	_____	_____

PLOT DIAGRAM: LOCATE ALL BUILDINGS, APPLICABLE SEPTIC SYSTEMS, AND WATER SUPPLIES (EXISTING AND PROPOSED). SHOW STREET(S)/ROAD(S) AND THEIR NAMES(S) AND SHOW SET BACK DISTANCES FROM STREET(S)/ROAD(S) AND ADJACENT PROPERTY LINES.

APPLICATION is hereby made to the Washington County Department of Code Enforcement for the issuance of a building permit pursuant to the provisions of Washington County Local Law No. 1 of 1984, and the Building Codes of New York State. The applicant agrees to comply with all applicable provisions of said law and code as well as all applicable local, county or state laws and/or ordinances: and swears that all statements contained in this application are true to the best of his/her knowledge and belief.

APPLICANT'S SIGNATURE

DATE

IMPORTANT - PLEASE TAKE NOTICE

- ▶ **ALL APPLICATIONS MUST BE ACCOMPANIED BY TWO (2) SETS OF PLANS OF THE PROPOSED PROJECT AND SPECIFICATIONS OF THE MATERIALS TO BE USED.**

- ▶ **PLANS SUBMITTED MUST BE SIGNED AND SEALED BY AN ARCHITECT OR ENGINEER LICENSED BY THE STATE OF NEW YORK. EXCEPTIONS TO THIS REQUIREMENT ARE:**
 - New residential construction - 1,500 gross sq. ft. or less.
 - Alterations costing \$20,000 or less, which do not involve structural changes or affect public safety.



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Washington County Municipal Center
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BUILDING PERMIT APPLICATION

PLEASE READ THE FOLLOWING INSTRUCTIONS AND ATTACHED INFORMATION CAREFULLY. IN ORDER TO AVOID ANY DELAYS IN THE PROCESSING OF THE APPLICATION AND ISSUANCE OF THE BUILDING PERMIT, COMPLETE ALL APPLICABLE INFORMATION AND SUBMIT ALL REQUESTED MATERIALS.

THIS APPLICATION WILL NOT BE ACCEPTED UNLESS IT IS COMPLETE AND ALL REQUIRED ITEMS BELOW AND CORRECT APPLICATION FEE ARE SUBMITTED.

INSTRUCTIONS FOR FILLING OUT BUILDING PERMIT APPLICATION.

1. Use typewriter or print in ink.
2. Answer ALL applicable questions.
3. Be sure to SIGN and DATE the application.
4. Enclose local regulation compliance certificate (LRCC #1). Consult local zoning and/or planning boards.
5. Enclose proper fee (SEE reverse for schedule of fees). **This is a non-refundable application fee.**

Make check payable to the **WASHINGTON COUNTY TREASURER.**

6. ENCLOSE two (2) sets of plans and specifications*, and return the completed application and plans to:

Washington County Department of Code Enforcement
383 Broadway, Fort Edward, NY 12828

7. Electrical inspections are to be performed by others (NYS Board of Fire Underwriters, New York Atlantic Inland, Etc.)
8. Complete and return Local Regulation Compliance Certificate (LRCC #2) after completion of project.

* Plans submitted must be signed & sealed by an architect or engineer licensed or approved by the State of NY unless project is for;

- New residential construction, 1,500 sq. ft. Or less;
- Alterations costing \$20,000 or less, which do not involve structural changes or affect public safety.

Part 1203 of TITLE 19NYCRR sets minimum standards for administration and enforcement of the Building Codes of New York State. Section 1203 requires issuance of a building permit for any work which must conform to the Building Codes of New York State. Exceptions for the requirements for building permits may be allowed for:

- (1) Necessary repairs which do not materially affect structural features;
- (2) Alterations to existing buildings, provided that the alterations;
 - (I) Cost less than \$10,000;
 - (II) Do not materially affect structural features;
 - (III) Do not affect fire safety features such as smoke detectors, sprinklers, required fire separations, and exits;
 - (IV) Do not involve the installation or extension of electrical systems; and
 - (V) Do not include installation of solid fuel burning heating appliances and associated chimneys and flues; and
- (3) Small non-commercial structures not intended for use by one or more persons as quarters for living, sleeping, eating, or cooking, for example a small storage building less than 120 sq. ft.

Section 1203 requires Certificates of Occupancy or Certificates of Compliance for all work for which a building permit is issued and for all buildings which are converted from one general occupancy classification to another.

- # **AFTER THE APPLICATION IS FILED, ALLOW A MINIMUM OF TWO WEEKS FOR PROCESSING AND REVIEW.**
- # **NO REQUIRED INSPECTIONS WILL BE PERFORMED UNTIL BUILDING PERMIT HAS BEEN ISSUED.**
- # **THE LOCAL REGULATION COMPLIANCE CERTIFICATE (LRCC #1) MUST BE SIGNED BY THE LOCAL TOWN OR VILLAGE OFFICIAL BEFORE THE PERMIT CAN BE PROCESSED.**
- # **THE LOCAL REGULATION COMPLIANCE CERTIFICATE (LRCC #2) MUST BE SIGNED BY THE LOCAL TOWN OR VILLAGE OFFICIAL BEFORE THE CERTIFICATE OF OCCUPANCY OR CERTIFICATE OF COMPLIANCE CAN BE ISSUED.**
- # **COMPLETED WORKMAN'S COMPENSATION CERTIFICATE, IF APPLICABLE, MUST BE SUBMITTED BEFORE PERMIT CAN BE ISSUED.**
- # **IF PROPOSED WORK INVOLVES NEW SEPTIC SYSTEM, APPLICATION FOR SYSTEM MUST BE SUBMITTED ALSO.**

CODE ENFORCEMENT FEE SCHEDULE (Effective 08/01/07)
 (County, Towns & Villages are exempt from fees)

THIS IS A NON-REFUNDABLE APPLICATION FEE.

One & Two Family Dwellings - Residential - New Construction

\$0.20 / sq. ft.
 \$150.00 minimum

Multiple Dwelling - New Construction
 (3 Family or more)

\$0.25 / sq. ft.
 \$300.00 minimum

Garage (Attached, Under or Separate)
Storage and/or accessory structures

Up to 250 Sq. Ft. \$50
 More than 250 sq. ft.
 \$0.20 / sq. ft.
 \$100.00 minimum

Additions to One & Two Family Structures

\$0.20 / sq. ft.
 \$100.00 minimum

Repairs/Alterations
 (affected sq. footage)

Residential \$0.15 / sq. ft.
 \$50.00 minimum
Commercial \$0.25 / sq. ft.
 \$100.00 minimum

Conversions

.10 / sq. ft.

Demolition

\$50

Manufactured Housing, Mobile Homes

Single/Double & Triple Wide \$75
 NYS Approved Modular Home \$150

Swimming Pools, Above Ground
or In ground

\$50

Chimney/Woodstove/Heating Equip. Permits

\$50

Non Residential - New Construction

\$0.30 / sq. ft.
 \$200.00 minimum

Truss Placard Administrative Fee \$50
 Temporary Certificate of Occupancy \$25

Operating Permit

\$100

Renewal of Building Permit

\$25

Amendment to Building Permit

\$25

Building Fire Prevention or Prop. Maintenance Inspections

Public Building if required \$50
 School Inspection \$75 per bldg.
 All non-residential \$50

Re-Inspection of required construction stage
 (see below)

\$50

When the second inspection of the same item is not approved or;

When a scheduled appointment for an inspection is not canceled when the project is not ready for said inspection.

To be assessed to permit fee prior to issuance of Final Certificate of Occupancy.

Residential Car Ports, Decks, Porches (Unconditioned Space)

\$50.00

MISC. NEW COMMERCIAL CONSTRUCTION:

(Where square footage not applicable)
 (ie: Communications Towers, Stacks, Etc.)

\$200.00

SEPTIC SYSTEM PERMIT:

\$75.00

CERTIFICATE OF OCCUPANCY SEARCH:

\$25.00

BUILDING WITHOUT A PERMIT PENALTY:

Penalty will be equal to the permit fee or \$100.00 whichever is GREATER.

Washington County Code Enforcement



LOCAL REGULATION COMPLIANCE CERTIFICATE TO BE SUBMITTED PRIOR TO ISSUING PERMIT

TOWN/VILLAGE OF _____

LRCC # 1

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.

SIGNATURE OF LOCAL ZONING OFFICIAL,
OR CHIEF ELECTED OFFICIAL

DATE

Proposed construction complies with all local Town or Village requirements.

No local Town or Village requirements apply to proposed construction.

Other remarks by Local Official: _____

-
- ▶ If an Adirondack Park Agency Permit is required, has one been issued? _____
 - ▶ If a Permit from the Lake George Park Commission is required, has one been issued? _____
 - ▶ If a Permit is required by the NYS Dept. Of Environmental Conservation, has one been issued? _____
 - ▶ If a Permit is required by the NYS Dept. Of Health, has one been issued? _____
 - ▶ If a Permit is required for a new driveway or road access, from the NYS D.O.T., Washington Co. DPW, or your local Town or Village, has one been issued? _____
 - ▶ (The Town of Greenwich DOES require an additional Building Permit Application AND a Driveway Permit Application. Contact the Greenwich Town Clerk and submit, with this Certificate, to the Town of Greenwich
 - ▶ Town of Hampton requires "construction use verification form". Application fee is \$10.00. Obtain form from Town of Hampton Clerk.
 - ▶ If a Flood Hazard Area Permit is required by your local municipality, has one been issued? _____

Signature of Applicant

Date



DEPARTMENT OF CODE ENFORCEMENT

Washington County Municipal Center

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Phone: (518) 746-2150 Fax: (518) 746-2157

Proof of: Worker's Compensation Insurance Disability Benefits Coverage

New York General Municipal Law

Chapter 439

S. 6421

(effective January 18, 1999)

CHECK ONE:

Applicant/Agent, Builder

Proof duly subscribed that worker's compensation insurance and disability benefits coverage issued by an insurance carrier in a form satisfactory to the chair of the Workers' Compensation Board as provided for in section fifty-seven of the Workers' Compensation Law is effective.

(Attach copy of Insurance Certificate)

Applicant/Owner Built/Gen. Contractor (with no employees)

I affirm that I have not engaged an employer or employees, as those terms are defined in Section Two of the Workers' Compensation Law; to perform work relating to this building permit.

THIS SECTION MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC.

Signature: _____

Date: _____

Sworn to before me this _____ day of _____, 20 _____.

Notary Public

Washington County Code Enforcement



**LOCAL REGULATION COMPLIANCE CERTIFICATE
TO BE SUBMITTED AFTER PROJECT COMPLETION**

LRCC # 2

TOWN/VILLAGE OF

THIS IS TO CERTIFY that the completed construction project described in Washington County Building Permit # _____ Issued on (date) _____ complies with all town and/or village zoning laws or requirements.

SIGNATURE OF LOCAL ZONING OFFICIAL,
OR CHIEF ELECTED OFFICIAL

DATE

Completed construction project complies with all local Town or Village requirements.

No local Town or Village requirements apply to completed construction project.

Other remarks by Local Official: _____

- ▶ Complete and return to Washington County Code Enforcement, 383 Broadway, Fort Edward, NY 12828.
- ▶ Please be advise that **NO** Certificate of Occupancy nor Certificate of Compliance will be issued until this completed form is submitted.

Signature of Applicant

Date