



BUILDING AND CODES  
P: 315-376-5377 | F: 315-377-3137

7660 North State Street  
Lowville, NY 13367  
lewiscountyny.gov

## RESIDENTIAL BUILDING PERMIT APPLICATION

Dear Applicant:

Attached is a Lewis County Building Permit Application and Fee Schedule. This application is for use only in communities where the County of Lewis is responsible for enforcement of the Building Codes of New York State. The permit applied for with this form applies only to the Building Codes of New York State and has no bearing on the other local, State, or Federal regulations, such as zoning or floodplain ordinance, etc.

**The permit fee must be submitted to the Lewis County Building & Codes Office with the completed application. Please make all checks payable to the Lewis County Clerk and mail to the Lewis County Building & Codes Department, 7660 North State Street, Lowville, New York 13367.**

The approved permit and all correspondence will be mailed to the owner at the address indicated on the application.

It is the responsibility of the owner to see that the Lewis County Code Enforcement Officer is notified when the project will be ready for the next inspection.

**If you have any questions, please contact the Lewis County Building & Codes Office at (315) 376-5377.**

Sincerely,

A handwritten signature in black ink that reads "Ward Dailey". The signature is written in a cursive style with a large, looped 'D'.

Ward Dailey  
Senior Code Enforcement Officer

Attachment

OFFICE OF LEWIS COUNTY CODE ENFORCEMENT  
LEWIS COUNTY COURT HOUSE  
7660 N. STATE ST.  
LOWVILLE, NEW YORK 13367  
Phone: (315) 376-5377 Fax: (315) 377-3137

Permit Number \_\_\_\_\_

### Residential Building Permit Application

Date \_\_\_\_\_ Census Code \_\_\_\_\_

Tax Map # \_\_\_\_\_

Construction Start Up Date \_\_\_\_\_ Application Fee \$ \_\_\_\_\_

Property Owner's Name \_\_\_\_\_ Phone \_\_\_\_\_

Mailing address \_\_\_\_\_

Contractor Name \_\_\_\_\_ Phone \_\_\_\_\_

Mailing address \_\_\_\_\_

Project Address (911 address) \_\_\_\_\_ Town \_\_\_\_\_

Description of Project  New Construction  Addition

Total Square Footage of New Building/Structure \_\_\_\_\_ Length X Width \_\_\_\_\_

Total Square Footage of Addition \_\_\_\_\_ Length X Width \_\_\_\_\_

Number of Stories \_\_\_\_\_ Story Height \_\_\_\_\_ Number of Rooms \_\_\_\_\_ Number of Bedrooms \_\_\_\_\_

Number of Toilet Rooms \_\_\_\_\_ Square Footage of Garage \_\_\_\_\_ Basement Type ( ) Full ( ) Partial ( ) Crawl ( ) Slab

Type of Heat \_\_\_\_\_ Fuel Type \_\_\_\_\_ Septic System ( ) Yes ( ) No Pressurized Water Supply ( ) Yes ( ) No

Is the project site in a Flood Zone (Yes or No) All construction on properties within FEMA Designated Flood Hazard Zones will require a Flood Plain Development Permit along with an Elevation Certificate by a Licensed Land Surveyor.

° Driveways may be subject to regulation, applicant is responsible to contact entity that controls road Right of Way prior to installation.

**To apply for a Building Permit, you MUST provide this Application filled out, a check payable to the Lewis County Clerk for the application fee, One (1) copy of a Plot Plan, Two (2) copies of a Building Plan, or Floor Plan, and an approved Zoning / Land Use Permit where required by your town.**

**Residential Fee Schedule** Value of Work (materials & labor) - \$ \_\_\_\_\_

If the total square foot of your structure falls within a bracket, that bracket shall be used to determine the total fee. **Note:** Only non-habitable single story structures with a 6' separation (up to 144 sq. ft.) will require no fee. Any of greater dimension, the entire footage is utilized for calculating fee. **For Brackets A-D \$35.00 base - Plus Bracket**

One or two family dwellings, camps, additions, decks, mobile & modular homes and residential garages and residential storage buildings.

- Bracket ( A ) from 145 to 2000 sq. ft. = 15¢ per sq. ft.
- Bracket ( B ) from 2001 to 3500 sq. ft. = 15¢ per sq. ft.
- Bracket ( C ) from 3501 to 4500 sq. ft. = 20¢ per sq. ft.
- Bracket ( D ) over 4500 sq. ft. = 30¢ per sq. ft.
- Bracket (E) **ATTACHED** residential garages, additions, storage buildings, decks, and porches up to 144 sq. ft. \$25.00

**STATEMENT OF WORKERS COMPENSATION  
(HOMEOWNER)**

**Under penalty of perjury**, I certify that I am the owner of the residence 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 circle one)**:

- A) I am performing all the work for which this building permit is issued.
- B) I am not hiring, paying, or compensating in any way, the individual(s) that is (are) performing all the work for which this building permit is issued or helping me perform such work.
- C) 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 this building permit is issued.

I understand that I will have to acquire Worker's Compensation 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 this building permit; **OR** have a general contractor, performing the work 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 this building permit.

\_\_\_\_\_  
Signature of Homeowner

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Homeowners Name Printed

**STATEMENT OF WORKERS COMPENSATION  
(CONTRACTOR)**

As the contractor of record for this permit application, I understand that I am responsible for proof of Workers Compensation or proof of Exemption from Workers Compensation. I agree I will provide proof of Workers Compensation or proof of Exemption to the Lewis County Fire Prevention and Building Codes office. I understand that the proof will be filed for a period of 1 year.

\_\_\_\_\_  
Signature of Contractor

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Contractors Name Printed

**STATEMENT OF ENVIRONMENTAL CONCERN  
(HOMEOWNER)**

This Statement confirms that I have read and been made aware that the **New York State Department of Environmental Conservation** requires a State Pollution Discharge Elimination System Permit (S.P.D.E.S.) be obtained for disturbance of property greater than one (1) acre; this is to include driveways, location of house and all outbuildings & pools.

For more information, you are strongly urged to contact the D.E.C. Bureau of Water Permits at 518-402-8111 or online at [www.dec.state.ny.us/website/dow/mainpage.htm](http://www.dec.state.ny.us/website/dow/mainpage.htm)

State imposed fines for a violation of this law can be a substantial \$37,500. per day. If in doubt, call New York State Department of Environmental Conservation.

\_\_\_\_\_  
Signature of Homeowner

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Homeowners Name Printed

## Building Details

1. **Soil Type** – (circle one) Sand, Gravel, Clay, Bedrock
2. **Type of Foundation** – (circle one) Poured Concrete, Concrete Block, Frost Protected Shallow, Permanent Wood

- a) Wall thickness \_\_\_\_\_ Height \_\_\_\_\_ Reinforcement \_\_\_\_\_
- b) Size of Footing (Width & Thickness) \_\_\_\_\_ Reinforcement \_\_\_\_\_
- c) Depth below Finished Grade (to bottom of footer) \_\_\_\_\_
- d) Additional Foundation Details (Describe) \_\_\_\_\_
- e) Seismic Zone: B C

### Typical Foundation Requirements

- Anchor Bolts ½ dia. “ELL” or “J”, 7”min embedment, 12” max from plank ends, 6’ max center to center spacing.
- Continuous Footing Drain to Daylight or Drywell
- Foundation waterproofing is required
- Foam insulation on the interior must be covered with minimum ½” Gypsum wallboard.

### 3. **Floor Framing**

- a) Floor joist (Size, Spacing, Span) \_\_\_\_\_
- b) 2nd floor joist (Size, Spacing, Span) \_\_\_\_\_
- c) Sub flooring (type and size) \_\_\_\_\_
- d) Carrier beam (type and size) LVL \_\_\_\_\_ Solid Sawn \_\_\_\_\_ Steel \_\_\_\_\_

### Typical Details

- Joist hangers or 1.5 inch ledger may be required
- Bridging may be Required - 1 continuous row at mid span of joist
- Floor posts – 3 inch diameter min.
- Adjustable “Lally Columns” **are not** acceptable.
- Open web & I Joist must be fire protected.

### 4. **Wall Framing**

- a) Exterior (circle one) Wood, Steel                      Size and Spacing \_\_\_\_\_
- b) Interior (circle one) Wood, Steel                      Size and Spacing \_\_\_\_\_
- c) Sheathing (Type and Thickness) \_\_\_\_\_ Wall Bracing \_\_\_\_\_
- d) Window/Door Headers (Size and Span) \_\_\_\_\_
- e) Exterior Siding \_\_\_\_\_

**5. Roof Framing** – (circle one) Rafters, Manufactured Trusses

- a) Size and Spacing \_\_\_\_\_ b) Roof Pitch \_\_\_\_\_  
c) Ridge board used (size) \_\_\_\_\_ d) Structural Ridge \_\_\_\_\_  
e) Sheathing Used (Type and Thickness) \_\_\_\_\_

Typical Details

- Engineered Products must be installed as/per manufacturers instructions.
- Rafters may require engineered design.
- Hurricane Clips may be required.
- Manufactured Truss Documents must be provided, Truss Type Construction Sheet signed, and Truss ID Placard placed.

**6. Roof Covering**

- a) Underlayment \_\_\_\_\_ b) Cover materials \_\_\_\_\_

Typical Details

- Ice and Water Shield shall extend from eaves to min 24” inside the exterior wall line.
- Ice and Water Shield may be required in valleys.

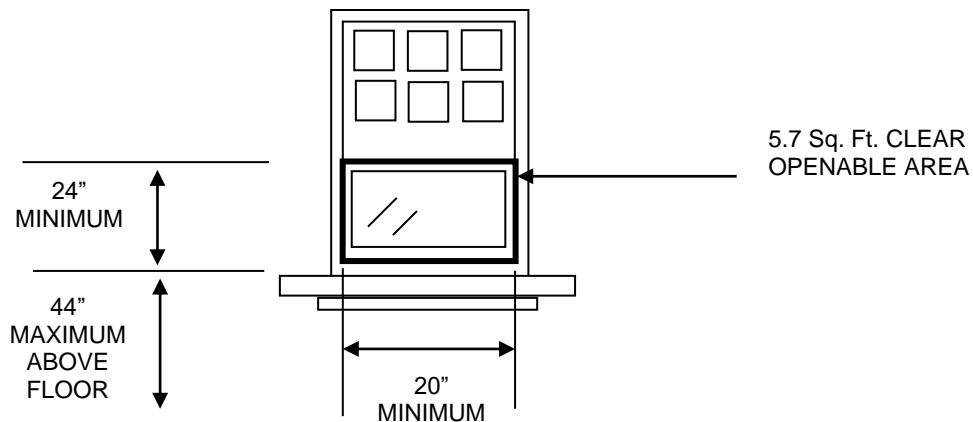
**7. Windows and Doors** – Please provide locations and sizes on the Floor Plan.

- Provide window manufacturer, size, and series.
- Provide door sizes, how many (Main entry door minimum 36” wide X 6’8”)

**Emergency Escape and Rescue Openings**

- Basements with habitable space and every sleeping room shall be provided with one operable, egressable window or exterior door meeting the following opening requirements:
- The net clear openable area shall be no less than **5.7 square feet**.
- The net clear openable height dimension shall be a minimum of 24 inches. The net clear openable width dimension shall be a minimum of 20 inches. (using both minimum figures will not obtain the required 5.7 square feet.)
- The finished sill height shall not be more than 44 inches above the floor.

Example of Clear Opening Dimensions



## RESIDENTIAL ENERGY EFFICIENCY

**TABLE R402.4.1.1  
AIR BARRIER AND INSULATION INSTALLATION\***

COMPONENT	AIR BARRIER CRITERIA	INSULATION INSTALLATION CRITERIA
General requirements	A continuous <i>air barrier</i> shall be installed in the building envelope. The exterior thermal envelope contains a continuous <i>air barrier</i> . Breaks or joints in the air barrier shall be sealed.	Air-permeable insulation shall not be used as a sealing material.
Ceiling/attic	The <i>air barrier</i> in any dropped ceiling or soffit shall be aligned with the insulation and any gaps in the <i>air barrier</i> shall be sealed. Access openings, drop down stairs or knee wall doors to unconditioned attic spaces shall be sealed.	The insulation in any dropped ceiling/soffit shall be aligned with the <i>air barrier</i> .
Walls	The junction of the foundation and sill plate shall be sealed. The junction of the top plate and the top of <i>exterior walls</i> shall be sealed. Knee walls shall be sealed.	Cavities within corners and headers of frame walls shall be insulated by completely filling the cavity with a material having a thermal resistance, <i>R-value</i> , of not less than R-3 per inch. Exterior thermal envelope insulation for framed walls shall be installed in substantial contact and continuous alignment with the <i>air barrier</i> .
Windows, skylights and doors	The space between framing and skylights, and the jambs of windows and doors, shall be sealed.	—
Rim joists	Rim joists shall include the <i>air barrier</i> .	Rim joists shall be insulated.
Floors, including cantilevered floors and floors above garages	The <i>air barrier</i> shall be installed at any exposed edge of insulation.	Floor framing cavity insulation shall be installed to maintain permanent contact with the underside of subfloor decking. Alternatively, floor framing cavity insulation shall be in contact with the top side of sheathing, or <i>continuous insulation</i> installed on the underside of floor framing; and shall extend from the bottom to the top of all perimeter floor framing members.
Crawl space walls	Exposed earth in unvented crawl spaces shall be covered with a Class I vapor retarder with overlapping joints taped.	Crawl space insulation, where provided instead of floor insulation, shall be permanently attached to the walls.
Shafts, penetrations	Duct shafts, utility penetrations, and flue shafts opening to exterior or unconditioned space shall be sealed.	—
Narrow cavities	—	Batts to be installed in narrow cavities shall be cut to fit or narrow cavities shall be filled with insulation that on installation readily conforms to the available cavity space.
Garage separation	Air sealing shall be provided between the garage and conditioned spaces.	—
Recessed lighting	Recessed light fixtures installed in the <i>building thermal envelope</i> shall be sealed to the finished surface.	Recessed light fixtures installed in the building thermal envelope shall be air tight and IC rated.
Plumbing and wiring	—	In <i>exterior walls</i> , batt insulation shall be cut neatly to fit around wiring and plumbing, or insulation, that on installation readily conforms to available space, shall extend behind piping and wiring.
Shower/tub on <i>exterior wall</i>	The <i>air barrier</i> installed at <i>exterior walls</i> adjacent to showers and tubs shall separate the wall from the shower or tub.	<i>Exterior walls</i> adjacent to showers and tubs shall be insulated.
Electrical/phone box on <i>exterior walls</i>	The <i>air barrier</i> shall be installed behind electrical and communication boxes. Alternatively, air-sealed boxes shall be installed.	—
HVAC register boots	HVAC supply and return register boots that penetrate <i>building thermal envelope</i> shall be sealed to the subfloor, wall covering or ceiling penetrated by the boot.	—
Concealed sprinklers	Where required to be sealed, concealed fire sprinklers shall only be sealed in a manner that is recommended by the manufacturer. Caulking or other adhesive sealants shall not be used to fill voids between fire sprinkler cover plates and walls or ceilings.	—

a. Inspection of log walls shall be in accordance with the provisions of ICC 400.

**8. Thermal Insulation – must meet the following requirements**

**Simplified Prescriptive Method (Residential Only)**

Climate Zone	Fenestration U-Value	Ceiling R-Value	Wood Frame Wall R-Value	Floor R-Value	Basement Wall R-Value	Slab R-Value & depth	Crawl Space Wall R-Value
6 Option 1	0.30	49	20 + 5 or 13 + 10	30	15/19	10, 4 ft	15/19
6 Option 2	0.28	60	23 cavity	30	15/19	10, 4 ft	15/19

**Computer Method**

**Res. Check <http://www.energycodes.gov> (download New York Version Only)**

If you chose to use the computer method to determine your insulation requirements, you must attach a completed REScheck document to your application.

Typical Energy Code Requirements –

- Frame walls, floors and ceilings not ventilated to allow moisture to escape, shall be provided with an approved vapor retarder. The vapor retarder shall be installed on the warm-in-winter side of the thermal insulation and fastened to the narrow face of the framing.
- Where the construction technique allows the required R-value of ceiling insulation to be obtained over the wall top plate, R-38 shall be permitted to be used where R-49 is required.
- All New Dwellings are required to be blower door tested for airtightness.
- Blower Door Testing is required, max 3 air changes/hr @ 50 Pascals.
- Mechanical Ventilation may be required. (R303.4)
- Heating Systems require design in accordance with ACCA Manual "J".

**9. Stairways – (Interior and Exterior)**

- 36” minimum width
- 6’-8” minimum headroom (as measured from the plane of the tread nosing)
- Stair nosings are required: ¾” min. 1¼” max.

**Rails and Guards are required:**

- Raised floor surfaces 30” or more above grade or adjacent floor surfaces, Required Guards 36” min. height.
- Open stair rails are required 34” min. 38” max. (as measured from the plane of the stair nosing)
- Spaces between vertical and/or horizontal members shall not be large enough to allow a 4” sphere to pass through.
- Handrails shall be graspable and continuous along one side of all stairways.

**10. Electrical Information (check all that apply)**

**All new electrical installations require 3<sup>rd</sup> party inspection**

Size of electrical entrance: Existing \_\_\_\_\_ New \_\_\_\_\_ Amps \_\_\_\_\_ sub-panel \_\_\_\_\_  
Amps \_\_\_\_\_ Installing additional outlets \_\_\_\_\_ Installing additional lights \_\_\_\_\_  
Changing Electrical Entrance \_\_\_\_\_ Rewiring structure (whole or in part) \_\_\_\_\_

Smoke Detector - Electric & Battery Backup required (one per bedroom, one outside each bedroom in the immediate vicinity, one per floor all hard wired & interconnected)

Carbon Monoxide Detector - Shall be installed

(1) Within each dwelling unit or sleeping unit, on each story having a sleeping area.

(2) Within each dwelling unit or sleeping unit, on each story where a carbon monoxide source is located.

Heat Detector - Shall be installed in an attached garage

**11. Septic System Required (Separate permit required for septic system or leach fields)**

a) new \_\_\_\_\_ existing \_\_\_\_\_ Type of system \_\_\_\_\_ # of bedrooms \_\_\_\_\_  
b) Septic Permit # \_\_\_\_\_ Date \_\_\_\_\_ # of additional bedrooms \_\_\_\_\_

**12. Water Supply - Requires Test of Potability**

(check) New \_\_\_\_\_ Existing \_\_\_\_\_ Public \_\_\_\_\_ Spring \_\_\_\_\_ Drilled Well \_\_\_\_\_

**13. Heating System - Requires Manual J Heat/Loss Calculation**

(check all that apply) Oil/Gas \_\_\_\_\_ Solid Fuel \_\_\_\_\_ Hot Water \_\_\_\_\_ Hot Air \_\_\_\_\_ Electric \_\_\_\_\_

**THIS PERMIT COVERS ONLY THE WORK DESCRIBED IN THIS APPLICATION.**

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

**Signature of Applicant or Authorized Agent** \_\_\_\_\_ **Date** \_\_\_\_\_

**FOR ENFORCEMENT OFFICERS USE ONLY**

Approved Zoning Permit Required - YES / NO / NA \_\_\_\_\_ Type Of Construction \_\_\_\_\_

I, the undersigned, Code Enforcement Officer of the County of Lewis, hereby (approve) (deny) the within application for a building permit.

Date \_\_\_\_\_ Code Enforcement Officer \_\_\_\_\_



Use the space below or attach a separate sheet to show the location of the proposed building(s) in relation to all roads public or private, distance proposed building is from all bodies of water, the location of all wells and septic systems, existing and proposed, the distance between buildings and give the road name as well as the names of all adjacent landowners. Also show the lot width and depth, and show the distance of proposed building(s) to all property lines.

NOTE: GIVE THE DISTANCE OF ALL WELL AND SEPTIC SYSTEMS ON NEIGHBORING PROPERTIES TO YOUR PROPOSED WELL/SEPTIC IF CLOSER THAN 150FT.

PLOT DIAGRAM

