



BUILDING PERMIT APPLICATION



TOWN OF NORTH ELBA

VILLAGE OF LAKE PLACID

Owner's Name:	Phone:	
Address of Permit Property:	Property Tax Map No.:	
Was the matter referred to: Joint Review Board ___ Zoning Board of Appeals: ___		
Reason for referral:	Date of Referral:	
Board's Decision:		
Is the property in ___ Historic Resource ___ Shoreland Overlay ___ Viewshed Overlay		
Has this property ever been before the Joint Review Board or Zoning Board of Appeals previously?		
Description of Project (Do you have permission from your HOA to build? If applicable):		
Contractor:	Phone:	
Address:		
Architect:	Phone:	
Address:		
Emergency Contact/Phone Number (Must be available 24/7)		
Name:	Phone Number:	
Zoning District:		
Does the property have? (attached square footage worksheet <u>MUST</u> be completed)		
Water:	Size of Lot:	Sq. Ft. of Construction:
Sewer:	Size of Structure:	Survey Date:
Estimated Cost of Project:		
Required Fee:	Cash ___ Check ___ Date:	
Date Application Received:		
IT IS THE APPLICANT'S RESPONSIBILITY TO CONTACT THIS OFFICE AND ADVISE WHEN THE PROJECT IS COMPLETE SO THAT THE PERMIT MAY BE CLOSED OUT		
By signing below, I acknowledge that I understand the current NYS Worker's Compensation Law and that I must provide a copy of that and my Liability Insurance before any work can commence.		
_____ Applicant	_____ Date	_____ Notary

Applicant's Name:

Applicant's Address:

Telephone Number:

Property Owner (if different than applicant):

Address:

Telephone Number:

The undersigned applicant, after being duly sworn, certifies and affirms, under the penalties of perjury, the following:

1. The information submitted herein is complete and correct and the applicant hereby acknowledges that he is making application for approval of a project, building or use under the: (check as is appropriate)
 - ◆ Building and Safety Regulations: X
 - ◆ Zoning Regulations: X
 and no work shall be initiated thereon until all requisite approvals have been achieved;
2. That the applicant acknowledges an application for any required Certificate of Occupancy is hereby made concurrently with this application and, upon its approval, it shall be the applicant's responsibility to notify the Enforcement Officer of the completion of the project for which applications is being made and to obtain the requisite Certificate of Occupancy, absent which such project shall be held in violation of the Land Use Code;
3. That the applicant acknowledges nothing contained herein, including the application and any approval hereinafter granted for a project, shall be construed as complying with or as fulfilling any requirements with respect to said application or project with the provisions of the Adirondack Park Agency Act. The Town of North Elba/Village of Lake Placid makes no representations pertaining to the applicant's compliance with the Adirondack Park Agency Act and assumes no responsibility for any such requirements or for any obligation for notification and coordination in connection therewith;
4. That if any labor is employed for or in conjunction with the construction of any project approved pursuant to this application, the applicant will secure and thereafter maintain appropriate workmen compensation insurance coverage insuring such laborers during the course of such construction as may be required by the Workmen Compensation Law of the State of New York; and
5. That the applicant, if other than the owner of the property on which the building or use is to be undertaken, is acting as the duly authorized representative on behalf of said owner in all matters pertaining to the application and shall be forever therefore.

Applicant's Signature: _____ Date: _____

Subscribed and sworn to
before me this _____ day
of _____ 20__.

Notary Public

*****NO CERTIFICATE OF OCCUPANCY WILL BE ISSUED WITHOUT THE
911 ADDRESS SIGN ON THE BUILDING*****

WILLIAM F. POLI
 SUPERVISOR
 DAVID L. DUDLEY
 TOWN ENGINEER
 JOHN J. BROWN
 JOURNAL
 JOE MILLER
 JAY L. RAND
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 DEAN W. DIETRICH
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 RONALD W. BRIGGS
 ATTORNEY FOR THE TOWN



SQUARE FOOTAGE WORKSHEET FOR BUILDING PERMIT

Basement Type: Pier/Slab _____ Crawli _____ Partial _____ Full _____

Finished Basement area: Size: _____ Sq. Ft. _____

First Story Area: Size: _____ Sq. Ft.: _____

Second Story Area: Size: _____ Sq. Ft. _____

Additional Story Area: Size: _____ Sq. Ft.: _____

Total Attic Area: Size: _____ Sq. Ft.: _____

Finished Attic Area: Size _____ Sq. Ft.: _____

Total Square Footage of Building Area: _____

Estimated Cost: _____

ROBERT T. POLI
SUGGESTOR
LAURIE C. DOOLEY
ADMINISTRATOR
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BOB MILLER
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RONALD J. BRIGGS
ATTORNEY FOR THE TOWN

To the Town of North Elba/Village of Lake Placid Building Department:

I, _____, owner of the
property located at _____, do
hereby give _____
permission to apply for all required approvals and/or permits on my
behalf.

Owner Signature

Date

Print Name

CHECKLIST FOR OBTAINING A BUILDING PERMIT

1. **Complete a Building Permit Application and attached forms, as applicable:**
 - **Square Footage Worksheet**
 - **Owner Authorization**
 - **Application for Certificate of Occupancy**
 - **911 Address application**

*****Maintain the “Required Inspections” form and call to schedule inspections as required.*****
2. **Two copies of plans—at least 11’ x 17’ in size. If building a new dwelling over 1,500 sq. ft., the plans must be stamped by a NYS licensed engineer.**

This includes a foundation plan, also stamped if structure is over 1,500 sq. ft.
3. **A survey map/site plan showing where new construction will be located on the property.**

*****An “as built” survey map will be provided at the conclusion of the project*****
4. **Copies of any contractor’s Liability and Worker’s Comp Insurance.**
5. **An estimated cost/square footage of the project for fee purposes.**
6. **If applicable, a completed septic permit application and copy of the engineer’s report (there is no fee for this).**
7. **Electrical Service Request form if applicable.**
8. **In order to receive a Certificate of Occupancy you must show proof that you have a water service account.**

REQUIRED SUBMITTAL DOCUMENTS (PER 2020 BUILDING CODE OF NYS)

Construction Documents

- The documents shall define scope of proposed work.
- The documents shall indicate the location, nature and extent of the proposed work.
- The documents shall show in detail and provide all information required that the proposed work will meet the provisions of the Uniform Code, the Energy Code and any other applicable codes.
- The construction documents shall be accompanied by a site plan showing to scale the size and location of new construction and existing structures on the site, distances from lot lines, established street grades and proposed finished grades and, as applicable, flood hazard areas. In the case of demolition, the site plan shall show construction to be demolished and the location and size of existing structures and construction that are to remain on the site.
- Manufacturer's Installation instructions shall be available on the job site at the time of inspections.
- Shop drawings for any fire inspection systems will be submitted and approved prior to the start of the installation of said system.
- The construction documents shall show in sufficient detail the location, construction, size and character of all portions of the means of egress.
- Construction documents for all buildings shall describe the exterior wall envelope in sufficient detail to determine compliance with the Uniform Code and the Energy Code.
- Where balconies or other elevated walking surfaces are exposed to water, snow or irrigation, the construction documents shall include details for all elements of the impervious moisture barrier system.
- Construction documents shall be prepared by a registered design professional as required.

Minimum
REQUIRED INSPECTIONS

24 HOURS NOTICE REQUIRED

1. Foundation Footings **BEFORE** pouring concrete.
2. Foundation Wall Inspection **BEFORE** pouring concrete.
3. Foundation Insulation and Waterproofing **BEFORE** Backfilling.
4. Framing Inspection **BEFORE** closing in the framework.
5. Rough Plumbing, Heating **BEFORE** closing walls

All new Septic systems require engineering and inspection prior to covering any work

6. ENERGY: Insulation, Sealing, and Energy Compliance
 7. Final Inspections must be requested prior to any Use or Occupancy.
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Electrical Inspections: Done by an independent third party inspector.

Begins with completed Service Request Forms from:

a) Village of Lake Placid or National Grid

1. Inspection of service **BEFORE** backfill.
2. Rough In **BEFORE** covering
3. Final On completion.

Certificate from inspector agency. It is your responsibility to produce the certificates and final report to this office.

TO SCHEDULE AN INSPECTION

CALL THIS OFFICE AT 523-9518