



www.aFineAdirondackTown.org

(315) 848-3121

4078 State Hwy 3
P.O. Box 238
Star Lake, NY 13690

Fax: (315) 848-3152

PRIVATE SEPTIC PERMIT APPLICATION PACKAGE

- 1) **NEW YORK STATE LAW** mandates that the New York State Uniform Fire Prevention, Building, and Energy Codes must be enforced for all public and private buildings. These laws protect the Health, Safety and General Welfare of the public.
- 2) **BUILDING PERMITS** are required prior to commencing any work for which these Codes are required. The Building Permit is the management system used to ensure that all Codes are adhered to. The Code Enforcement Officer shall administer and enforce all the provisions of the Uniform Code, the Energy Code and Local Laws.
- 3) **PLEASE CONTACT** the Code Enforcement Officer for an informal discussion to determine if a Permit is required for your project. An application for a Building Permit shall be examined to ascertain whether the proposed work is in compliance with the applicable requirements.
- 4) **APPLICATION:** The Building Permit Application requires sufficient information to make a determination that the intended work complies with the requirements of the applicable Code. Please submit a completed Septic Permit Application for review, along with:
 - A. Site Plan showing existing and proposed structures, wells and septic systems
 - B. Location of the intended work with distances between all structures and Lot Lines
 - C. Specifications for the intended work, including where materials will be taken to.
 - D. Two sets of Construction Documents prepared by a New York State Registered Architect or Licensed Engineer as required by NY State Law. A new private septic system, an existing private septic system that is having its use extended, or a major redesign of a private septic system will require plans and specifications designed by a Design Professional licensed by New York State (*See attached "Fact Sheet" from NYS Department of Health*).
 - E. Certificates of Insurance required by § 125 of the General Municipal Law.
- 5) **APPROVAL / REQUIREMENTS:** Approved applications will be issued a Building Permit. Building Permits shall become invalid unless the authorized work is commenced within 6 months following the date of issuance. Building Permits shall expire 12 months after the date of issuance. A Building Permit which has become invalid or which has expired may be renewed upon application by the Permit Holder, payment of the applicable fee, and approval of the application by the Code Enforcement Officer. Building Permit must be visibly displayed at the work site and remain visible until project completion.

- 6) **CHANGE NOTIFICATION:** All work must be performed in accordance with the documents submitted and accepted as part of the application for the building permit. The Permit Holder shall immediately notify the Code Enforcement Officer of any change occurring during the course of the work. If the Code Enforcement Officer determines that such change warrants a new or amended Building Permit, such change shall not be made until and unless a new or amended Building Permit reflecting such change is issued.
- 7) **ERRORS:** If a Building Permit is issued in error because of incorrect, inaccurate or incomplete information, or that the work for which the permit was issued violates any Code, such permit shall be suspended until such time as the Permit Holder demonstrates that (i) all work completed is in compliance with applicable Codes and (ii) all work proposed shall be in compliance with applicable Codes.
- 8) **FEES:** Any fees must be paid at the time of submission of an Application for a Building Permit, an Amended Building Permit or for Renewal of a Building Permit.
- 9) **STOP WORK ORDERS:** The Code Enforcement Officer is authorized to issue Stop Work Orders pursuant to the Law. Upon the issuance of a Stop Work Order, the owner of the affected property, the permit holder and any other Person performing, taking part in or assisting in the work shall immediately cease all work which is the subject of the Stop Work Order.
- 10) **INSPECTION:** Inspections will be required at certain stages during the installation of the private septic system, as noted on the Building Permit. The contractor and/or property owner is responsible to ensure that all required inspections are completed before enclosing any portion of the work for which the permit is issued.
- 11) **CIVIL PENALTIES:** In addition to those penalties proscribed by § 382 of the Executive Law, any Person who violates any provision of the Uniform Code, the Energy Code or this local law, or any term or condition of any Building Permit, Certificate of Occupancy, Temporary Certificate, Stop Work Order, Operating Permit or other notice or order issued by the Code Enforcement Officer pursuant to any provision of this local law, shall be liable to a civil penalty of not more than \$200.00 for each day or part thereof during which such violation continues. The civil penalties provided by this subdivision shall be recoverable in an action instituted in the name of the Town of Fine.

WORKERS' COMPENSATION LAW and GENERAL MUNICIPAL LAW require that the Town obtain proof of appropriate Workers' Compensation and Disability Benefits Insurance PRIOR to issuing this permit.

APPROPRIATE FORMS MUST BE SUBMITTED FOR GENERAL CONTRACTOR WITH THIS APPLICATION

1) **BUSINESSES:** (Insurance Carrier to provide these completed forms)

- A) Forms **C-105.2** or **U-26.3** are approved Certificates of Workers Compensation.
- B) Form **DB-120.1** is approved Certificate of Disability Benefits Insurance.

SELF INSURED BUSINESSES:

- A) Forms **SI-12** or **GSI-105.2** are Certificates of Board approved Workers Compensation Self-Insurance.
- B) Form **DB-155** is the approved Certificate of Self-Insurance for Disability.

2) **ENTITIES / NO EMPLOYEES:** This certificate is available to download under “forms” at:
<https://www.wcb.state.ny.us/icexempt/index.jsp?submitHome=Select+to+access+web-based+Exemption+Application>

Form **CE-200** is the approved process for granting exemptions. CE-200 Exemptions are NOT valid for multiple permits. Each CE-200 form will specifically list the Town of Fine and the specific job location along with the estimated cost of the project.

3) **HOMEOWNERS:** This certificate is available to download under “forms” at:
www.wcb.state.ny.us/content/main/forms/bp-1.pdf

Form **BP-1** may be used by certain Homeowners of 1,2,3,or 4 family owner-occupied residences serving as their own General Contractor and are not hiring, paying or compensating in any way, the individual(s) helping perform such work.



NY STATE LAW requires that you call **Dig Safely New York** at **811** for underground utility location, at least two full working days prior to beginning any digging operations.

In addition to a local building or subdivision permit, please be aware that you may also need a separate permit from one or more of these other Agencies. Federal Agency permits may also be required for some projects, particularly if they involve wetlands. You are responsible to contact each agency about your plans. The issuance of a Town Permit does not eliminate the requirement for any additional Agency Permits or Regulations.

ADIRONDACK PARK AGENCY

Jurisdictional Inquiry Office

PO Box 99

Ray Brook, NY 12997

(518) 891-4050

www.apa.state.ny.us

APA Permits are required for:

- Construction of Dwellings
- Subdivision of Land
- Activities in or affecting wetlands
- Change in Use of certain buildings
- New or Expanded Commercial or Industrial Uses
- Shoreline Development, Disturbance or Vegetative cutting along lakes & rivers
- Towers or other structures over 40 ft
- Waste Disposal areas
- Other Activities

You must contact the APA and ask for a "Jurisdictional Determination"

NYS DEC

DEC Region 6 Permit Administrator

317 Washington Street

Watertown, NY 13601

(315) 785-2245

www.dec.ny.gov

DEC Permits are required for:

- Disturbance of bed or banks of Streams, Lakes, Rivers - may include Bridges, Boathouses, Shoreline Stabilization
- Large Wastewater Systems
- Floating objects in Navigable Waters
- Public Water Supplies
- Storm Water Discharge for construction sites 1 acre or larger
- Solid Waste & Hazardous Waste Disposal
- Other Activities

You must contact the DEC

US ARMY CORPS of ENGINEERS

Division of Regulatory Affairs

1776 Niagara Street

Buffalo, NY 14207

(716) 879-4330

www.lrb.usace.army.mil

- Permits for Underwater Land use

You must contact the Corps

NYS DEPARTMENT OF HEALTH

58 Gouverneur Street

Canton, NY 13617

(315) 386-1040

www.health.state.ny.us

DOH Permits are required for:

- Realty subdivisions of five or more lots, each five acres or less in size
- Alternate septic systems
- Shared ("community") household water supplies
- Food service establishments
- Other activities

You must contact the DOH

NYS DEPARTMENT OF TRANSPORTATION

DOT Region 7

317 Washington Street

Watertown, NY 13601

(315) 785-2333

www.nysdot.gov

DOT Permits are required for:

- Work in State Highway "Right of Way" (ROWs) including new driveway access, Underground and overhead utilities
- Other Activities

You must contact the DOT