



www.aFineAdirondackTown.org

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COMMERCIAL BUILDING PERMIT APPLICATION PACKAGE

- 1) **PLANNING BOARD APPROVAL.** All new commercial and industrial structures including additions and some exterior alterations require site plan approval by the Town of Fine Planning Board.
- 2) **BUILDING PERMITS** are required prior to commencing any work for which these Codes are required. The completed application for the Building Permit, signed by the owner, must be submitted as part of the application.
- 3) **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 Building Permit Application for review, along with:
 - (A) Location of the intended work with distances between all structures and Lot Lines
 - (B) Specifications for the intended work
 - (C) Two sets of Construction Documents prepared by a New York State Registered Architect or Licensed Engineer as required by NY State Law.
 - (D) Items that need to be included on the plans and/or drawings submitted:
 - **A site plan** locating the proposed building and any existing buildings on the property, and showing distances to property lines, streets, roads, alleys, and the existing buildings, wells or septic tanks or on the property. If required, a handicap accessible route and parking space(s) must also be shown on the site plan.
 - **A dimensioned floor plan** showing interior and exterior walls, opening location and size, operating windows, door swings, door hardware, room or area uses.
 - **Identification of the use of each room or area** of the building, with a list of materials or supplies to be used or stored, and a description of any product to be manufactured or service to be performed.
 - **A dimensioned typical section** through the structure showing footings, foundations, walls, floors, ceilings and roof materials, and details. The roof and floor framing plans must show size and spacing of all members.

- **Seal and Certification of a Licensed New York State Designer** for the roof trusses used, and for footing/foundation designs that are not in compliance with the Residential Code prescriptive specifications, such as a slab on grade.
 - **Materials specifications** as appropriate, for example, roofing materials, sheetrock type and thickness, door type and rating, etc.
 - **All building insulation details**, and description of heating and ventilation equipment and combustion air provisions, along with the capacities of the equipment. Plans must demonstrate compliance with the Energy Conservation Construction Code of New York State.
 - **Special Inspections.** Provide details showing compliance with Chapter 17 of the Building Code of New York State.
- (E) General Municipal law § 125 requires either a certificate of insurance for the contractor showing proof of coverage for Workers' Compensation of an approved exemption certificate where allowed. Forms approved: 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.
- 4) **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.
- 5) **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.
- 6) **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.
- 7) **INSPECTIONS:** Work is to remain accessible and exposed until Inspected and Approved by the Code Enforcement Officer. The Permit Holder shall notify the Code Enforcement Officer in a timely manner when any element of work described below is ready for inspection.
- (A) work site prior to the issuance of a Building Permit;
 - (B) footing and foundation;
 - (C) preparation for concrete slab;
 - (D) framing;

- (E) building systems, including underground and rough-in;
- (F) fire resistant construction;
- (G) fire resistant penetrations;
- (H) solid fuel burning heating appliances, chimneys, flues or gas vents;
- (I) Energy Code compliance; and
- (J) Final inspection after all work has been completed.

After inspection, the work or a portion thereof shall be noted as satisfactory as completed, or the Permit Holder shall be notified as to where the work fails to comply with the Code. Work not in compliance with the Code shall remain exposed until such work shall have been brought into compliance with all applicable provisions of the Code, inspected and found to be satisfactory completed.

- 8) **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.
- 9) **CERTIFICATE of OCCUPANCY:** A Certificate of Occupancy is required for any work which is the subject of a Building Permit and for all structures, buildings, or portions thereof, which are converted from one use or occupancy classification to another. Permission to use or occupy a building or structure, or portion thereof, for which a Building Permit was previously issued shall be granted only by issuance of a Certificate of Occupancy. If applicable, you must provide copies of your final electrical inspection from an electrical inspection agency approved by the Town of Fine and your water test results from a lab.
- 10) **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.
- 11) **DIG SAFELY NEW YORK:** NY STATE LAW requires that you call **Dig Safely New York** at **811** for underground utility location, at least two 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 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 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 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