

# TOWN OF LAKE PLEASANT

BUILDING, ZONING, & SHORT-TERM RENTAL DEPARTMENT

2679 ROUTE 8 – P.O. BOX 799 - LAKE PLEASANT, NY 12108

Phone: 518-548-3625 (ext. 6) – Fax: 518-548-3028 – email: zoningcodes@lakepleasantny.gov

## BUILDING PERMIT APPLICATION FORM - (updated 3/3/2025)

Date Received: \_\_\_\_\_ Permit Number: \_\_\_\_\_

### General Information and Instructions:

1. A permit must be obtained before beginning any work in the Town of Lake Pleasant. (Contact this office with any questions or concerns before starting the project.)
2. All applicable pages of this packet must be filled out and submitted to the Codes Official or the Town of Lake Pleasant Town Clerk.
3. Building, Septic, and well permits must include a plot plan including the following:
  - lot location and tax map number (The codes official can help you find this if needed)
  - property lines and dimensions
  - buildings, well, & septic tank/drain field – including relative distances between each.
4. Applications for Residential construction equal to or over 1,500 square feet and Commercial construction shall have NYS licensed Architects or Engineers stamped and signed plans where so required by NYS Education Law. Note: Architectural or Engineer stamped plans may be required for a smaller project if the Codes officer determines licensed professional input necessary.
5. Required permit fees must be submitted at the time of application submittal. (Note: Fees are occasionally subject to change. A copy of the current fee schedule is included in this packet.)
6. Proof of insurance (Workers Compensation and Disability) is required (or on file) prior to permit approval. (Note: For private homeowners, it is allowable for the property owner to be the General Contractor for the project or to do the actual work himself or herself, if a notarized and signed document is included with the permit application. A form for this purpose is included in this packet.)

Property Owner: \_\_\_\_\_ Location \_\_\_\_\_

Tax Map Number: \_\_\_\_\_

Home Mailing Address (If different) \_\_\_\_\_

Person Responsible for Project: \_\_\_\_\_ Phone: \_\_\_\_\_

Contractor \_\_\_\_\_ Phone: \_\_\_\_\_

Address & email: \_\_\_\_\_

Architect/Engineer \_\_\_\_\_ Phone: \_\_\_\_\_

Address & email: \_\_\_\_\_

## PROJECT INFORMATION

**OCCUPANCY (Please Check One)**

**TYPE OF IMPROVEMENT (Please Check One)**

|                          |       |                                       |       |
|--------------------------|-------|---------------------------------------|-------|
| Single Family Dwelling   | _____ | New Building                          | _____ |
| Foundation or Piers Only | _____ | Addition                              | _____ |
| Two Family Dwelling      | _____ | Alteration                            | _____ |
| Multiple Dwelling        | _____ | Demolition                            | _____ |
| Commercial               | _____ | Septic System or Repair               | _____ |
| Moving                   | _____ | Well                                  | _____ |
| Miscellaneous            | _____ | Solid Fuel Burning Device             | _____ |
|                          |       | Deck, Porch, Steps                    | _____ |
|                          |       | Shed (144 square feet or greater)     | _____ |
|                          |       | Pole Barn or Detached Garage          | _____ |
|                          |       | Electric, Plumbing or Heating Changes | _____ |
|                          |       | Solar Installation or Change          | _____ |

Other (Please Explain) \_\_\_\_\_

**Note:** Sheds that are less than 144 square feet in size do not need a building permit. However, they are required to be built to NYS Building code standards with the roof structure built to sustain a ground snow load of 86 lbs./sf. minimum. Also, the location on the property must comply with the Town of Lake pleasant Zoning Laws. (Reach out to Codes Official as needed)

**Permits Are Required:** Anyone who intends to construct, enlarge, alter, move, demolish or change occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, concert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by NYS code, or to cause any such work to be performed, , shall first make application to the building official and obtain required permit.

**By signing this document,** the applicant grants permission to the Code Enforcement and Zoning Officials to enter the property and/or structures as freely as he/she deems necessary to inspect for compliance of the New York State Uniform Fire Prevention and Building Code.

## Project Details:

Cost Of Project: If Known - (Estimate if unknown) \$ \_\_\_\_\_

*Please Continue to next page to provide other project details and for Signatures*

**Please provide details as applicable for the following:**

For decks, porches, Garages, Pole Barns, sheds, homes, and additions: (fill in or check to answer)

Size in Square Feet: \_\_\_\_\_ **(Provide plot plan with dimensions)**

Type of Support: Piers \_\_\_\_\_ Slab \_\_\_\_\_ Crawl Space \_\_\_\_\_ Full Foundation \_\_\_\_\_

Does the building have a Foundation or Crawl Space: (Please indicate which \_\_\_\_\_)

Poured Concrete \_\_\_\_\_ Block \_\_\_\_\_ Other (Describe) \_\_\_\_\_

If Basement: Will it be finished? \_\_\_\_\_

For Garages: "Living or Storage Above" \_\_\_\_\_ Size of Upper Room \_\_\_\_\_

Will there be: Kitchen: \_\_\_\_\_ Bathrooms: \_\_\_\_\_ (# \_\_\_\_\_) Bedrooms: \_\_\_\_\_ (# \_\_\_\_\_)

For House or Garage as appropriate: Finished Basement: \_\_\_\_\_

Primary Heat: Furnace/Hot Air \_\_\_\_\_ Boiler/Hot Water Baseboard \_\_\_\_\_ Radiant \_\_\_\_\_

Electric \_\_\_\_\_ Fireplace \_\_\_\_\_ (wood or propane \_\_\_\_\_) Wood Stove \_\_\_\_\_

Solar \_\_\_\_\_ Other \_\_\_\_\_ Will there be AC \_\_\_\_\_ (Whole House or other \_\_\_\_\_)

Fuel Type: Oil \_\_\_\_\_ Propane \_\_\_\_\_ Wood \_\_\_\_\_ Electric \_\_\_\_\_ Solar \_\_\_\_\_

Will there be a Generator: \_\_\_\_\_ Is there a separate Fireplace or wood stove \_\_\_\_\_

Note: All work done on your home, out buildings, and property, regardless of size, must be done to comply with current NYS code and local Town of Lake Pleasant Zoning regulations.

**Please contact the Building and Zoning Codes Official for assistance as needed.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Special Conditions of Permit, if any: \_\_\_\_\_

Approved by Zoning Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Disapproved by Zoning Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Disapproval: \_\_\_\_\_

Approved by Zoning Board of Appeals: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Code Enforcement Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Denied by Code Enforcement Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Denial: \_\_\_\_\_

# TYPE OF CONSTRUCTION

*As required by New York State, permit information must include a description of the type of construction involved based on the following: Utilization of Truss Type Construction, Pre-Engineered Wood Construction, and/or Timber Construction.  
(In accordance with Title 19 NYCRR PART 1265)*

Please fill out this form as part of the permit application for a Residential Project if applicable. Consult the Town of Lake Pleasant Codes Official with any questions.

Property Owner: \_\_\_\_\_

Proper Location (Street/Road): \_\_\_\_\_

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

Please Check All That Apply:

\_\_\_\_\_ New Residential Structure

\_\_\_\_\_ Addition to Existing Residential Structure

\_\_\_\_\_ Rehabilitation to Existing Residential Structure

To Be Constructed or Performed at the Property Listed Above – Will Utilize:  
(Please check each applicable line.)

\_\_\_\_\_ Truss Type Construction (TT)

\_\_\_\_\_ Pre-Engineered Wood Construction (PW)

\_\_\_\_\_ Timber Construction (TC)

In the Following Locations – Please Check Applicable Line.

\_\_\_\_\_ Floor Framing, Including Girders and Beams (F)

\_\_\_\_\_ Roof Framing (R)

\_\_\_\_\_ Floor Framing and Roof Framing (FR)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Owner \_\_\_\_\_ or Representative \_\_\_\_\_

# **PLOT PLAN**

A plot plan is required to be submitted as part of building, well and septic permits.

It must include dimensions showing the relation to buildings, sidelines, well, septic, and wetlands (if present). Use the space below or submit a separate sheet showing all pertinent information.

# **DRAWINGS & PLANS**

Please provide detailed drawings for any planned work to be done for new building and/or remodeling projects. Please use the space below for smaller projects or provide drawings on a separate sheet as needed. Buildings larger than 1,500 square feet (or smaller if deemed necessary by the Codes Official) must have a licensed Professional Engineer or Architect's (NYS Certified) stamp and signature.

# Lumber Quality:

**As per New York Building Code Requirements**, all lumber used on an approved building project must be Certified to be #2 or Better Quality. (NY Codes 2303.1.1)

I hereby swear that all wooden framing and support materials used on this project are of #2 or better quality and consist of Hemlock, Spruce or Fir planed or rough members in accordance of above cited NYS Building Code.

Project Description:

---

---

(Please Sign and Date)

Home Owner: \_\_\_\_\_ Date: \_\_\_\_\_

**Approved by Codes Enforcement Officer: Town of Lake Pleasant**

\_\_\_\_\_  
(Codes Officer )

\_\_\_\_\_  
(Date)

# TOWN OF LAKE PLEASANT FEE SCHEDULE

(Current 2025 Schedule - Adopted September 1, 2024)

(If there are questions, please contact the Codes Official)

518-548-3625 ext. 6 or [zoningcodes@lakepleasantny.gov](mailto:zoningcodes@lakepleasantny.gov)

|                         |   |
|-------------------------|---|
| <b>PLANNING BOARD:</b>  | \$150.00 plus any fees incurred   |
| <b>ZONING BOARD:</b>    | \$150.00 plus any fees incurred   |
| <b>DRIVEWAY PERMIT:</b> | (Contact Superintendent of Highways)<br>518-546-3625 ext. 4 or <a href="mailto:highway@lakepleasantny.gov">highway@lakepleasantny.gov</a> |

## PERMIT FEES:

|                       |          |
|-----------------------|----------|
| <b>Well:</b>          | \$ 50.00 |
| <b>Septic:</b>        | \$ 75.00 |
| <b>Septic Repair:</b> | \$ 50.00 |

|   |           |
|---|-----------|
| <b>Buildings less than 1,500 Square Feet:</b> | \$ 200.00 |
| <b>1,500 – 3,000 Square Feet:</b>             | \$ 250.00 |
| <b>Over 3,000 Square Feet:</b>                | \$ 300.00 |

**Decks, Porches, Exterior Steps and Railings:** \$ 75.00

**Alterations – Small/Minor:** \$ 50.00

**Alterations – Large/Major:** \$ 100.00

**Note:** Difference between Minor and Major is a judgement call to be made by the Codes Officer based on work involved.

The fee for a whole building remodel may be \$100.00 +.

**Permit Renewals -** \$ 50.00

**Stop Work Orders -** \$ 100.00

**Building Without a Permit –** Up to 5X Permit Fee

**Miscellaneous Other -** \$50.00

(Includes sheds, solid fuel burning stoves & fireplaces, plumbing/heat/electric changes, demolition, fences, & etc.)

**Note:** Additional Transfer Station Fees for debris by weight will be charged as incurred.)

## **RESPONSIBILITY FOR INSPECTIONS**

It is the responsibility of the **Property Owner** or the **Contractor** to give the Code Enforcement Officer a minimum of "**24 hours notice**" notice prior to the need for the following **required inspections**:

### **For New Buildings:**

1. Footing Forms – Before Pouring Concrete
2. Foundation Forms – Before Pouring Concrete
3. Foundation – Before Backfill
4. Framing – Before enclosing
5. Electrical Rough-In – Before Insulation

**Note:** An **Electrical Certificate** (From Official Electrical Inspector) is required prior to the issuance of a Certificate of Occupancy.

Also required is "**Blower-Door**" test Certification

6. Plumbing & Heating – Before Enclosing
7. Insulation – Before Enclosing
8. Final Inspection

### **For Septic Systems:**

1. Excavation for Septic Tank – Before Setting
2. Entire System including leach field – Before Backfill

### **Final As-Built Requirements:**

- If changes have been made to original drawings or to lot location, please Provide drawings showing same. Drawings should include associated dimensions.
- For septic systems, please provide final location of tank, pump station (if included), and drain field.
- For Wells, please include the depth of well and water recovery rate.

SAMPLE C&D STATEMENT: If disposing of project related debris at the Lake Pleasant Transfer Station, you will receive an invoice in the format as shown below based on the weight as described herein.



Town Of Lake Pleasant  
P.O. Box 799  
2679 State Route 8  
Lake Pleasant, NY-12108  
518-548-3625

Enclosed please find a copy of the weight of your Construction/Demolition brought to the Lake Pleasant Transfer Station. This billing is computed on \$75.00 per ton of C&D Material.

**Ticket #**

**Total Amount Due: \$**

Please make checks payable to: (and mail to same at)

TOWN OF LAKE PLEASANT  
Att: Town Clerk Stephanie Smith  
P.O. Box 799  
Lake Pleasant, NY 12108

Payment is due 30 days from the above notice date.

Thank you,

---

Stephanie Smith

## **WORKERS COMENSATION AND DISABILITY REQUIREMENTS**

### **Contractors with employees:**

Contractors with employees must furnish a copy of their Worker's Compensation Insurance Certificates and Disability insurance Certificate once a year. Start date and duration of the coverage must be shown.

### **Either of the following Worker's Comp forms are acceptable:**

Worker's Comp Form # U26.3 from the State Insurance Fund  
or # C105.2 from any other carrier

### **Disability Form Needed:**

# DB120.1 - Disability coverage from any carrier.

### **Private Home Owners:**

This is for owner an occupied residence who are doing the work themselves or hiring someone for less than 40 hrs./week. All liability is covered under the homeowner's policy. The homeowner must submit the appropriate notarized form (# BF-1) with each permit application. (Included in this packet)

### **Business Sole Proprietor:**

A business small proprietor with no employees doing work on small jobs must fill out a CB-200 on line (this is a certificate of exemption). The permit must be printed from the website ([www.web.state.ny.gov](http://www.web.state.ny.gov)), signed, dated, and submitted with every permit application. This form must be job specific.

**Affidavit of Exemption to Show Specific Proof of Workers' Compensation Insurance Coverage for a 1, 2, 3 or 4 Family, Owner-occupied Residence**

*\*\*This form cannot be used to waive the workers' compensation rights or obligations of any party.\*\**

**Under penalty of perjury, I certify that I am the owner of the 1, 2, 3 or 4 family, owner-occupied residence (including condominiums) 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 check the appropriate box):**

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

I also agree to either:

- ♦ acquire appropriate workers' compensation coverage and provide appropriate proof of that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit 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 the building permit, or if appropriate, file a CE-200 exemption form; OR
- ♦ have the general contractor, performing the work on the 1, 2, 3 or 4 family, owner-occupied residence (including condominiums) 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 the building permit.

\_\_\_\_\_  
(Signature of Homeowner)

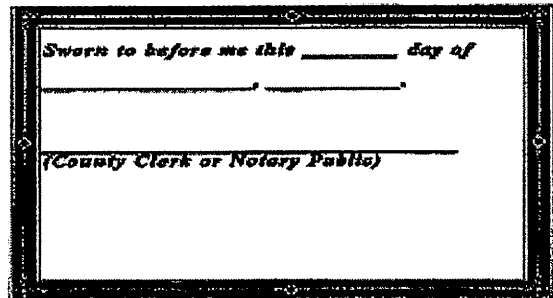
\_\_\_\_\_  
(Date Signed)

\_\_\_\_\_  
(Homeowner's Name Printed)

Home Telephone Number \_\_\_\_\_

Property Address that requires the building permit:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Once notarized, this BP-1 form serves as an exemption for both workers' compensation and disability benefits insurance coverage.

## **OTHER POTENTIAL STATE AND FEDERAL PERMITTING AGENCIES**

In addition to the Town of Lake Pleasant building, sub-division, and zoning permits, please be aware that you may also need a separate permit from one or more of the following State/federal agencies. (This list may not be comprehensive.) It is the **landowner's responsibility** to obtain the appropriate permits for the project.

- NYS Adirondack Park Agency (APA)
- Department of Health (DOH)
- NYS Department of Transportation (DOT – Region 2)
- NYS Department of Environmental Conservation (DEC Region 5)
- Hamilton County Dept. of Public Works (DPW)

APA – most often for Jurisdictional Inquiry – 518-891-4050 or [www.apa.ny.gov](http://www.apa.ny.gov)

DOH – Saranac Lake – 518-891-1800 or <http://www.health.state.ny.us>

DOT – For State Highway Permits – 315-793-2447

DEC – Ray Brook - (518) 623-3603

DPW – For Hamilton County Driveway Permits – 518-548-7141 or

[highway@hamiltoncountyny.gov](mailto:highway@hamiltoncountyny.gov)

US Army Corps of Engineers - <https://www.nan.usace.army.mil/>

Please feel free to contact the Town of Lake Pleasant Building Codes Official if you have any questions about your project in-regard-to (or how to contact) the above agencies.