



## Village of Saranac Lake

39 Main Street, Suite 9 Saranac Lake, NY 12983-2294

Phone: (518) 891 - 4150

Fax: (518) 891 - 1324

Web Site: [www.saranaclakeny.gov](http://www.saranaclakeny.gov)

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# Building Permit Application

- 1) No person, firm or corporation shall commence the erection, construction, enlargement, alteration, removal, improvement, demolition, conversion or change in the nature of occupancy of any building or structure; or install plumbing or heating equipment; or cause the same to be done, without first having applied for and obtained a permit from the Village Code Enforcement Officer.
- 2) A permit shall not be required for the performance of ordinary repairs which are not structural in nature; however, any construction or repair work not requiring a building permit must nevertheless be done in conformance with the New York State Uniform Fire Prevention and Building Code 19 NYCRR, and any and all other State and local statutes.
- 3) Amendments to the application, or the plans and specifications accompanying the same may be filed at any time prior to the completion of work, subject to the approval of the Code Official.
- 4) A building permit shall be effective to authorize the commencing of work in accordance with the application, plans and specifications on which it is based, for a period of twelve (12) months after the date of its issuance. Work shall be substantially completed twelve (12) months after the start of the project. All work shall conform to the approved application, plans and specifications. For good cause, the Code Enforcement Officer may allow a maximum of two (2) extensions of the permit of one (1) year each, if seeing evidence that work is progressing. If the project cannot be completed within the allowed time period, additional extensions must be approved by the Village Code Officer.

5) The Code Enforcement Officer may revoke a permit where he finds: A). There has been any false statement or misrepresentations made as to a material fact in the application. B). The permit was issued in error and should not have been issued in accordance with applicable law. C). Work is not being performed in accordance with application provisions, plans or specifications. D). The person to whom a permit has been issued fails or refuses to comply with a Stop Work Order.

6) The Code Enforcement Officer may issue a Stop Work Order whenever he has reasonable grounds to believe that such work is being performed in an unsafe and dangerous manner, or for any of the reasons stated in #5, or any other legally applicable reason.

7) The Code Enforcement Officer and/or his agents may, upon the showing of proper credentials and in the discharge of his duties, enter the property, structure or premises for the purpose of inspection as provided in the Code, or for the investigation of a complaint.

8) A Certificate of Occupancy is required upon completion of new home construction.

9) A Certificate of Compliance may be required depending upon the nature of the project. The Code Official will make such a determination and may require certain tests in order to furnish said proof of compliance. All electrical work requires a third-party inspection prior to the issuance of a Certificate of Occupancy/Compliance.

10) Responsibility for obtaining a building permit, daily inspections, and any necessary Certificates upon Completion shall be that of the Owner of Record.



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## Building Permit Details Checklist

Line 3 of the building permit application calls for a detailed project description. The list below is meant to serve as a guide to assist the applicant in providing such a description. This list is not all inclusive.

Detailed description for a building permit application must include, as a minimum, the following:

1. Diagram which includes outlines and dimensions of lot, structure, and proposed addition.
2. Diagram and dimensions of the addition, or if project is a renovation and not an addition, sketches of the existing conditions and proposed work. Sketches must include all items listed in items 3-9 below.
3. Footer/foundation details.
4. Drainage details.
5. Framing details-walls, joists, truss/rafters, ties, etc.
6. Insulation and related energy code details.
7. Window and door details
8. Electrical details—to include lights, switches, outlets, smoke and CO detectors.
9. Heating/Ventilation details.
10. Plumbing details.
11. Roof assembly details.

Building codes may be viewed for free online at the following link:

<https://codes.iccsafe.org/codes/new-york>

Chris McClatchie  
Code Enforcement Officer  
Village of Saranac Lake  
[ceo@saranaclakeny.gov](mailto:ceo@saranaclakeny.gov)  
518-891-4150 ext. 233



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## Documentation for Energy Code Compliance

Please provide the following documentation for compliance with the NYS Energy Code for any and all projects you submit for a building permit:

1. Drawings that include full Energy Code details and specifications, preferably on a single sheet for all Energy details
2. Statement on Drawings that design meets the Energy Code per ECCCCNYS Sec. R103.2.2
3. REScheck or COMcheck reports if those methods are used for Compliance.
4. Statement from an HERS Rater outlining Compliance with Performance Approach, and REMRate or other documentation indicating ERI method or Chapter R407 Compliance, and sufficient reports to demonstrate Mandatory and Prescriptive Requirements have been met.
5. Full mechanical HVAC, Ventilation and service Water design criteria and detail statement with documentation that Sec 403.7 been met for HVAC sizing.
6. Duct Sealing, insulation and testing details.
7. Pipe Insulation details
8. Lighting and Controls detail
9. Air Sealing and Air Barrier details.
10. Window/Door Fenestration U-factors.



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## Building Permit Application

### 1. Project Information:

Application Type:

Tax Map #

Project Address:

Project Description:

Type of Work (check all that apply):

New Construction

Addition

Alteration/Renovation

Change of Occupancy

### 2. Owner Application Information

Property Owner Name(s):

Applicant Name(if different):

Address:

Address:

City:

State:

Zipcode:

City:

State:

Zipcode:

Phone:

Email:

Phone:

Email:

24 Hour Contact Name:

24 Hour Contact Name:

### 3. Detailed Project Description:

Office Use Only				
<b>Application Completeness</b>	✓	<b>Land Use Conformance</b>	<b>Yes</b>	<b>No</b>
Application Form		Permitted Use?		
Required Plans & Specs		Material Change of use?		
Liability Insurance Documentation		Meets dimensional requirements?		
Workers Comp Documentation		Historic District?		
Application Fee		Floodplan?		
		Overall Land Use Conformance		
The enclosed application was reviewed and is deemed complete:			<b>Assigned Project #</b>	
Reviewer Signature:				

4. Contractor/Design/Professional Information					
Contractor Name:			Design Professional:		
Address:			Address:		
City:	State:	Zipcode:	City:	State:	Zipcode:
Phone:	Email:		Phone:	Email:	
Does this project involve any electric work?		Yes:	No:	Overall value of Construction:	

5. Project Data Table: Refer to code dimension standards to complete "allowed/required" column below <a href="https://ecode360.com/attachment/SA0109/SA0109-106b%20Schedule%202.pdf">https://ecode360.com/attachment/SA0109/SA0109-106b%20Schedule%202.pdf</a>		
Zoning District:	Allowed/Required	Proposed
Lot Area		
Front Setback		
Rear Setback		
Side Setback		
Shoreline Setback		
% of lot coverage by principle building		
% of lot coverage by impervious building		
Building Height/Stories		

## 6. Insurance Information

Liability (Select One):      Liability Certificate      Homeowner Exemption

Workers Compensation (Select One):

NYS Insurance Fund (Form U-26.3)

Private (Form C-105.2)

Exemption Certificate

Homeowner Exemption

## 7. Application Submissions

**Info submitted with application  
(check all that apply)**

✓

Notes/Explanation:

Application Form

Liability Insurance Documents

Workers' Comp/Disability Documentation

Sketch/Site Plan

Plans/Schematics

Specifications

## Building Permit Application Fee Calculation

Adopted: May 28, 2024

<b>8. Fee Schedule and Calculation</b>			
<b>Repairs, Alterations, Additions, Garage, Shed, Outbuildings, Decks, and Fences</b>	<b>Permit Fee</b>	<b>Sq. Ft.</b>	<b>Enter Fee</b>
Repairs/Alterations	\$25		
Sheds/Outbuildings	\$50		
Garages	\$100		
Fences	\$25		
<b>Additions</b> 144 sq. ft.-1000 sq ft.	\$50		
Each Additional 1000 sq ft.	\$100		
<b>Deck</b> 144 sq ft. – 500 sq ft.	\$50		
Each Additional 100 sq ft.	\$10		
Structural Alterations	\$50		
<b>New Construction (See Attached Below)</b>			
<b>Non-Structural Roofing and Structural Roofing</b>			
Non-Structural Roofing 144 sq ft.-1000 sq ft.	\$50		
Each Additional 100 sq ft.	\$10		
Structural Roofing	\$100		
Non-Structural Commercial Roofing 144 sq ft.-1000 sq ft.	\$100		
Each Additional 1000 sq ft.	\$100		
<b>Residential Electrical/HVAC/Plumbing Installation</b>			
New Electrical Service or Service Upgrade	\$100		
New Electrical System Installation	\$100		
HVAC System Installation	\$100		
Plumbing Installation	\$100		
<b>Chimney/Woodstove/Pellet Stove/Boiler/Furnace Installation</b>			
Chimney Installation/Upgrade	\$50		
Wood Stove Installation	\$50		
Pellet Stove Installation	\$50		
Boiler/Furnace Installation	\$50		
<b>Demolition of Residential and Commercial Building</b>			
Residential Demolition	\$100		
Commercial Demolition	\$250		
	<b>TOTAL FEES:</b>		

**CERTIFICATION:** I certify that I am the owner of the property identified in the application, or duly authorized by the owner of the property, and that the statements herein contained and the information provided in the attached plans and other exhibits are in all respects true and correct to the best of my knowledge. I acknowledge that nothing contained herein, including any permit issued by the Village of Saranac Lake, shall be construed as an assertion of compliance with any requirements of the provisions of any State or Federal Agency. I acknowledge that work related to this building permit application may be subject to regulations governing the handling, removal, and/or disposal of asbestos and/or lead-based paint. If the work is subject to regulations governing asbestos and/or lead-based paint, I will comply with all such regulations.

\_\_\_\_\_  
Print Property Owner/Authorized Representative Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





**Village of Saranac Lake**  
**Building Permit Fee Schedule**  
**New Construction**

One or Two Family Dwellings

1-1,000	Square feet of area	\$250.00
1,001-1,500	Square feet of area	\$350.00
1,501-2,000	Square feet of area	\$800.00
2,001-2,500	Square feet of area	\$1,000.00
2,501-3,000	Square feet of area	\$1,200.00
3,001-3,500	Square feet of area	\$1,500.00
3,501-4,000	Square feet of area	\$1,900.00
4,001-4,500	Square feet of area	\$3,800.00
4,501-5,000	Square feet of area	\$4,200.00

Every 1,000 square feet of area add \$200.00

Commercial Property

\$1.00 per square foot of construction

## **Penalties**

### **1. Criminal Penalties**

A violation of this Code is hereby declared to be an offense, punishable by a fine not exceeding three hundred and fifty dollars (\$350) or imprisonment for a period not to exceed six months, or both for conviction of a fire offense; for conviction of a second offense both of which were committed within a period of five years, punishable by a fine not less than three hundred and fifty dollars (\$350) nor more than seven hundred dollars (\$700) or imprisonment for a period not to exceed six months, or both; and, upon conviction for a third of subsequent offense all of which were committed within a period of five years, punishable by a fine not less than seven hundred dollars (\$700) nor more than one thousand dollars (\$1000) or imprisonment for a period not to exceed six months, or both. However, for the purpose of conferring jurisdiction upon courts and judicial officers generally, violations of this code shall be deemed misdemeanors and for such purpose only all provisions of law relating to misdemeanors shall apply to such violations. Each week's continued violation shall constitute a separate additional violation.

### **2. Revocation of Permits**

A. Any permit or approval granted under this code, which is based upon or is granted in reliance upon any material representation, or failure to make material fact or circumstance known, by or on behalf of an applicant shall be void. This provision shall not be construed to affect the remedies otherwise available under this section or other applicable law.

B. The enforcement officer may revoke a building permit in the following instances:

- i. Where there has been a false statement or misrepresentation as to a material fact in the application, plans or specifications on which the building permit was based.
- ii. Where the building permit was issued in error and should have been issued in accordance with the applicable law
- iii. Where the work performed under the permit is not being performed in accordance with the provisions of the application, plans, specifications or approval
- iv. Where the party to whom a building permit has been issued fails or refuses to comply with an administrative stop order issued by the enforcement officer

# 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:

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

<p><b><i>Sworn to before me this _____ day of</i></b> _____, _____.</p> <p><b><i>(County Clerk or Notary Public)</i></b> _____</p>
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Once notarized, this BP-1 form serves as an exemption for both workers' compensation and disability benefits insurance coverage.

**LAWS OF NEW YORK, 1998**  
**CHAPTER 439**

The **general municipal law** is amended by adding a new section 125 to read as follows:

125. ISSUANCE OF BUILDING PERMITS. NO CITY, TOWN OR VILLAGE SHALL ISSUE A BUILDING PERMIT WITHOUT OBTAINING FROM THE PERMIT APPLICANT EITHER:

1. PROOF DULY SUBSCRIBED THAT WORKERS' COMPENSATION INSURANCE AND DISABILITY BENEFITS COVERAGE ISSUED BY AN INSURANCE CARRIER IN A FORM SATISFACTORY TO THE CHAIR OF THE WORKERS' COMPENSATION BOARD AS PROVIDED FOR IN SECTION FIFTY-SEVEN OF THE WORKERS' COMPENSATION LAW IS EFFECTIVE; OR

2. AN AFFIDAVIT THAT SUCH PERMIT APPLICANT HAS NOT ENGAGED AN EMPLOYER OR ANY EMPLOYEES AS THOSE TERMS ARE DEFINED IN SECTION TWO OF THE WORKERS' COMPENSATION LAW TO PERFORM WORK RELATING TO SUCH BUILDING PERMIT.

## **Implementing Section 125 of the General Municipal Law**

### **1. General Contractors -- Business Owners and Certain Homeowners**

For **businesses and certain homeowners listed as the general contractors on building permits**, proof that they are in compliance with Section 57 of the Workers' Compensation Law (WCL) is **ONE** of the following forms that indicate that they are:

- ◆ insured (C-105.2 or U-26.3),
- ◆ self-insured (SI-12), or
- ◆ are exempt (CE-200),

under the mandatory coverage provisions of the WCL. Any residence that is not a **1, 2, 3 or 4 Family, Owner-occupied Residence** is considered a business (income or potential income property) and must prove compliance by filing one of the above forms.

### **2. Owner-occupied Residences**

For homeowners of a **1, 2, 3 or 4 Family, Owner-occupied Residence**, proof of their exemption from the mandatory coverage provisions of the Workers' Compensation Law when applying for a building permit is to file form BP-1.

- ◆ Form BP-1 shall be filed if the homeowner of a **1, 2, 3 or 4 Family, Owner-occupied Residence** is listed as the general contractor on the building permit, and the homeowner:
  - ◇ is performing all the work for which the building permit was issued him/herself,
  - ◇ is 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 the homeowner perform such work, or
  - ◇ has a homeowner's insurance policy that is currently in effect and covers the property for which the building permit was issued AND the homeowner is hiring or paying individuals a total of less than 40 hours per week (aggregate hours for all paid individuals on the jobsite) for the work for which the building permit was issued.
- ◆ If the homeowner of a **1, 2, 3 or 4 Family, Owner-occupied Residence** is hiring or paying individuals a total of **40 hours or MORE** in any week (aggregate hours for all paid individuals on the jobsite) for the work for which the building permit was issued, then the homeowner may not file the "Affidavit of Exemption" form, BP-1(11/04), but shall 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 (the C-105.2 or U-26.3 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) 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.