

Glen Besaw  
Code Enforcement Officer  
Town of Fowler  
87 Little York Road  
Gouverneur, NY 13642  
Cell: (315)323-0761  
Office: (315)287-0045 Ext 104  
E-Mail: [gbesaw@yahoo.com](mailto:gbesaw@yahoo.com)

Reference: **Building Permits Required**

The following information is taken directly from the 2020 NYS Building Code Residential Code Book. I continue to take several calls and happen upon building projects that have started prior to a Building Permit being issued by the Town of Fowler. **Let it be known that as of January 1, 2021, revisions to the local Building Permit Fee schedule go into effect to include an extra \$50.00 fee for any person or contractor that begin their project without a building permit. NO EXCEPTIONS**

- Any owner or owner's authorized agent who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be performed, shall first make an application to the building code official and obtain the required permit. New roof coverings shall not be installed without first removing all existing layers of roof coverings down to the roof deck where any of the following conditions occur:
  1. **Where the existing roof or roof covering is water soaked or has deteriorated to the point that the existing roof or roof covering is not adequate as a base for additional roofing.**
  2. **Where the existing roof covering is wood shake, slate, clay, cement, or asbestos-cement tile.**
  3. **Where the existing roof has two or more applications of any type of roof covering.**

This code is intended to provide minimum requirements to safeguard public safety, health and general welfare through structural strength, means of egress, facilities, stability, sanitation, adequate light and ventilation, energy conservation and safety to life and property from fire and other hazards attributed to the built environment.

No change shall be made in the use or occupancy of any structure that would place the structure in a different division of the same group or occupancy, or in a different group of occupancies, unless such structure is made to comply with the requirements of the Existing Building Code of New York State.

Also included in the building permit revisions are instructions for filling out the building permit application and all applicable sections of the application that must be completed.

**Applications are required to be filled out completely before being dropped off to the Town Hall.**

If you have any questions pertaining to the requirements of a building permit, please feel free to contact me. The best number to reach me at is (315)323-0761.

# INSTRUCTIONS FOR BUILDING PERMIT APPLICATION

## All applicable sections of this packet must be completed.

The following examples are for filling out lines 1-20.

- 1.) **Town of Fowler**
- 2.) **Exact property location** must include road or highway name and 911 address.
- 3.) **Name of Applicant & Name of Owner** - if owner is not the applicant or if the applicant is purchasing this property on a land contract the owner must be listed.
- 4.) **Address of Applicant & Owner** – same applies to address of owner as instructions in line 3.
- 5.) **Phone numbers including area code of Applicant and Owner.**
- 6.) **NYS tax-parcel ID number** – this can be obtained from your tax bill or by contacting the Town Clerk.
- 7.) **Existing Use and Occupancy** - examples:
  - \* Detached single family dwelling
  - \* Detached double family dwelling
  - \* Multi family dwelling
  - \* Store
  - \* Garage etc.**Intended use and Occupancy** – examples
  - \* Same as above
- 8.) **Nature of Work to be Performed**- check any that apply or list as other and explain.
- 9.) **Estimated Cost** – Total cost of the project including materials and labor.
- 10.) **If Dwelling** – number of units and number of units on each floor  
**If Garage** - number of cars.
- 11.) **As per stated** – example: Retail store with family dwelling.
- 12.) **Dimensions (in Feet) Number of stories**
- 13.) **Lot Size** – This is also obtained from your tax bill either as dimensions or acreage.
- 14.) **As per stated** – example: not permitted in your district or setbacks cannot be met.
- 15.) **Compensation Insurance Carrier** – if you are doing the work yourself, write in your homeowner’s policy. If the work is to be done by a contractor their policy number and carrier are needed.
- 16.) **Name of Design Professional** – only required for commercial buildings, multi family dwellings or one and two- family dwellings over 1500 sq. ft.
- 17.) **Electrical Inspection** – all electrical inspections will be performed by a certified agency and a certificate of inspection shall be supplied to this office.
- 18.) **Perk Test** – (if applicable) as per designer’s specifications.
- 19.) **Leach Field** – (if applicable) as per designer’s specifications.
- 20.) **Plot plan and description of project** – as per instructions, (see example on page 3) A separate sheet of paper may be used if necessary.
  - \* **The application must be signed and notarized.**
  - \* **If the application is incomplete it will be returned to the applicant.**
  - \* **The permit once approved will be good for 1 year from the date of issuance.**
  - \* **Upon receipt of the application, 10 working days to process will be adhered to.**
  - \* **If a variance or planning board approval is needed, a minimum of 30 days will be Required to process the permit.**

**The following procedures will be followed for Planning Board Referrals:**

- The Code Officer will review the application to determine if any Land Use Laws or Site Plan approvals must be adhered to.
- If it requires Site Plan approval by the Planning Board, the application will be disapproved; however, this does not mean the application is being denied.
- It is then turned over to the Planning Board for their approval or disapproval.
- The Planning Board will schedule a public meeting; the applicant is not required to attend but is invited to attend.
- If the application is denied because of Land Use Law Requirements the applicant shall complete a variance application.
- The Code Enforcement officer turns the application over to the Board of Appeals, (the Town Board acts as the Board of Appeals if there is no Board of Appeals in place).
- The Board of Appeals, (or Town Board acting as the Board of Appeals), will schedule a public meeting to approve, disapprove, or make necessary changes to the application.

**In some instances, prior to the above actions the application will be referred to the St. Lawrence County Planning Board for their approval. The Code Enforcement Officer will make this determination based on location and type of project.**

**Until the Planning Board, Board of Appeals, or the County Planning Board have made their determinations and the Building Permit is issued by the Code Enforcement Officer, ABSOLUTELY NO WORK CAN BE STARTED ON THE PROJECT.**

Please follow example on page 3 for the project plot plan and site plan.

Follow instructions on page 6 pertaining to Workers Compensation/Disability Benefits insurance. Either Form BP-1 or WC/DB 100 shall be completed. Should WC/DB 100 be used it must be sent (Fax or mail) to the NYS Workers Compensation Board to be approved. If you are hiring a contractor, they shall supply their policy.

If all directions are followed and all items are returned completed, your permit can be issued within the 10 day period or sooner.

**All questions concerning building permits will be directed to the Code Enforcement Officer:**

**GLEN BESAW**

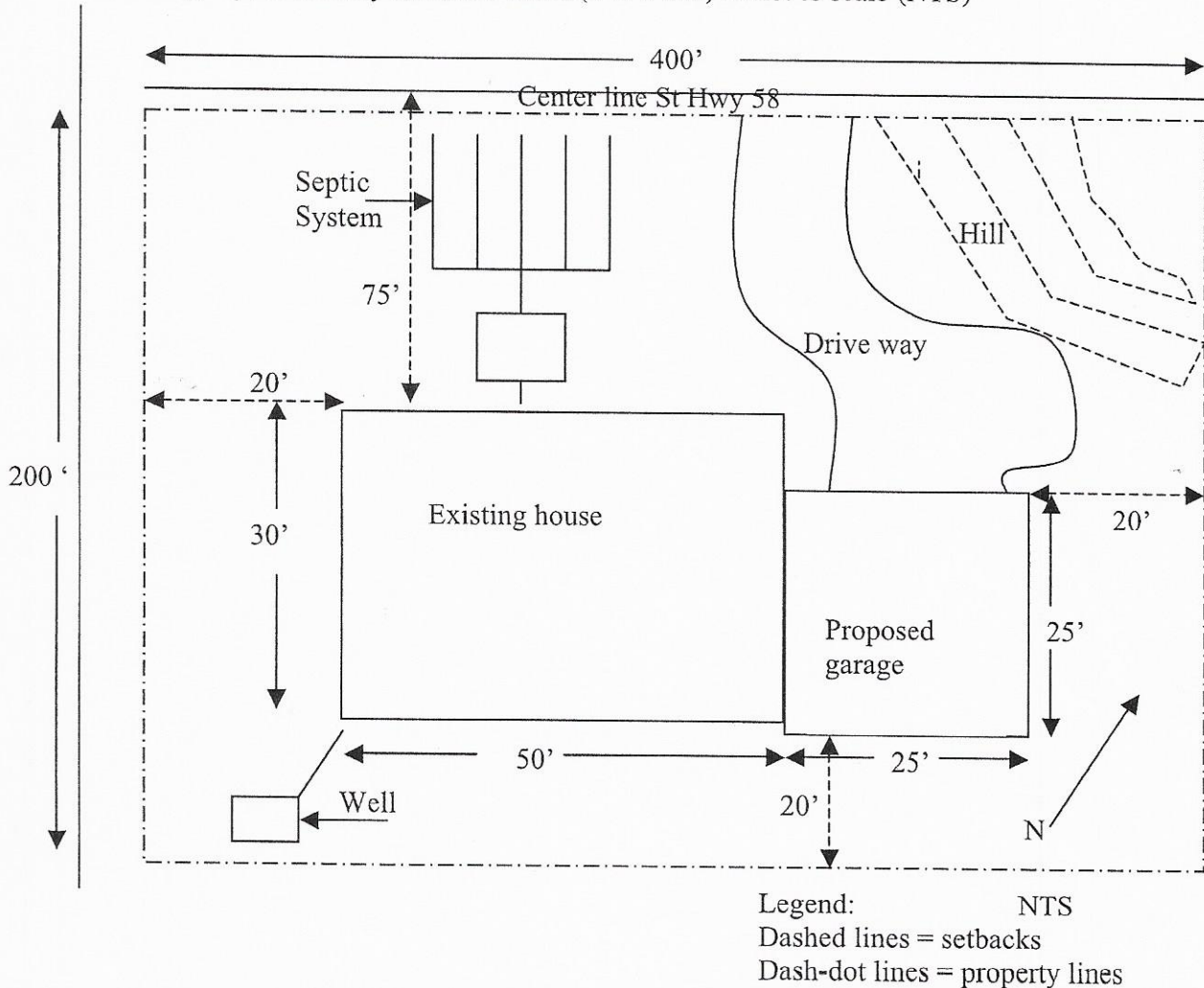
**CELL: 315-323-0761**

**OFFICE: 315-287-0045 EXT. 105**

Please include the following on the plot plan for your project and any other information that may aid in the permit issuing process.

- 1.) Location map showing the site within the town.
- 2.) Site plan showing existing and proposed features of the property, including but not limited to:
  - Lot dimensions
  - Arrow showing approx. north
  - Location and dimensions of buildings with setback distances noted
  - Layout of any parking, access or signs
  - Physical features of terrain(slopes, water courses, drainage, vegetation)
  - Location of water and sewage systems,
  - Public rights-of-way or any easements
  - Adjacent owners

The following example may be of help in showing your site plan. Please use a straight edge, label legibly, accurately and show scale (1"= 2'etc.) or not to scale (NTS)



APPLICATION FOR  
BUILDING/USE PERMIT

Application No. \_\_\_\_\_  
Date Received: \_\_\_\_\_  
Date Approved \_\_\_\_\_  
Disapproved \_\_\_\_\_

**For Official Use Only**

Part 1

1) Village of \_\_\_\_\_  
Town of \_\_\_\_\_ St. Lawrence County, New York

APPLICATION IS HEREBY MADE for the issuance of a Building Permit pursuant to the New York State Uniform Fire Prevention and Building Code for the construction of buildings, additions or alterations, or for removal or demolition as herein

2) described, located at \_\_\_\_\_  
*The applicant agrees to comply with all application laws, ordinances and regulations.*

3) \_\_\_\_\_  
*(Name of Applicant)* \_\_\_\_\_ *(Name of Owner)*

4) \_\_\_\_\_  
*(Address of Applicant)* \_\_\_\_\_ *(Address of Owner)*

5) \_\_\_\_\_  
*(Phone Number of Applicant)* \_\_\_\_\_ *(Phone Number of Owner)*

State whether applicant is owner, lessee, agent, architect, engineer or builder: \_\_\_\_\_

If owner or applicant is a corporation, give names and titles of two officers and signature of duly authorized officer.

6) Tax Parcel I.D. # \_\_\_\_\_  
\_\_\_\_\_  
*(Name and Title of Corporate Officer)*

7) State existing use and occupancy of premises and intended use and/or occupancy of proposed construction:  
a) Existing use and occupancy \_\_\_\_\_  
b) Intended use and occupancy: \_\_\_\_\_

8) Nature of work (check one or more): New Building \_\_\_\_\_ Addition \_\_\_\_\_ Alteration \_\_\_\_\_ Repair \_\_\_\_\_ Removal \_\_\_\_\_  
Demolition \_\_\_\_\_ Sign \_\_\_\_\_ Other \_\_\_\_\_

9) Estimated Cost \* \_\_\_\_\_ Fee \_\_\_\_\_

10) If dwelling, number of dwelling units \_\_\_\_\_ Number of dwelling units on each floor \_\_\_\_\_ If garage, number of cars \_\_\_\_\_

11) If business, commercial or mixed occupancy, specify nature and extent of each type of use \_\_\_\_\_

12) Dimensions of entire new construction: Front \_\_\_\_\_ Rear \_\_\_\_\_ Depth \_\_\_\_\_ Height \_\_\_\_\_ Number of Stories \_\_\_\_\_

13) Size of lot: Front \_\_\_\_\_ Rear \_\_\_\_\_ Depth \_\_\_\_\_

14) Does proposed construction violate any zoning law, ordinance or regulation? \_\_\_\_\_

15) Name of Compensation Insurance Carrier \_\_\_\_\_  
Number of Policy \_\_\_\_\_ Date of Expiration \_\_\_\_\_

16) Name of Architect \_\_\_\_\_ Address \_\_\_\_\_ Phone No. \_\_\_\_\_

17) Will electrical work be inspected by, and a Certificate of Approval obtain from the New York Board of Fire Underwriters or other agency or organization? If so, specify: \_\_\_\_\_

\* Costs for the work described in the Application for Building Permit include the cost of all of the construction and other work done in connection therewith, exclusive of the cost of the land. If final cost shall exceed estimated cost, an additional fee may be required before issuance of Certificate of Occupancy.

Part 1 Continued

18) PERK Test Required \_\_\_\_\_  
Additional Comments:

19) Amount of Leach Field required \_\_\_\_\_  
Additional Comments:

20) Plot Plan & Description of Project – Locate clearly and distinctly all buildings, whether existing or proposed, and indicate all setbacks dimensions from property lines. Give lot and block numbers or description according to deed, and show street names and indicate whether interior or corner lot.

Provide a description of the project construction to include but not limited to: nature of the work to be performed, materials and equipment to be used, and details of structural mechanical, electrical and plumbing installations.

More complicated projects will require three complete sets of plans and specifications certified by a New York State Licensed Architect or Professional Engineer.

STATE OF NEW YORK,  
COUNTY OF ST. LAWRENCE .....

ss.:

..... Being duly sworn deposes and says that he is the applicant above  
(Name of individual signing application)

named. He is the .....  
(Contractor, Agent, Corporate Officer, etc.)

of said owner or owners, and is duly authorized to perform or have performed the said work and to make and file this application; that all statements contained in this application are true to the best of his knowledge and belief, and that the work will be performed in the manner set forth in the application and in the plans and specifications filed therewith.

Sworn to before me

This ..... day of .....

Notary Public, ..... County

.....  
(Signature of Applicant)

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 and Business Owners

For **businesses 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 (C-105.21),

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(3/99).

- ◆ Form BP-1(3/99) 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(3/99), 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.

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

**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
- ◆ 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:

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

*Sworn to before me this \_\_\_\_\_ day of*

\_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
*(County Clerk or Notary Public)*



## IMPORTANT NOTICES: READ BEFORE SIGNING

1. Work conducted pursuant to a building permit must be visually inspected by the Code Enforcement Officer and must conform to the New York State Uniform Fire and Building Code, the Town of Fowler Land Use Law, Subdivision regulations, and all the applicable codes, rules, or regulations.
2. It is the owner's responsibility to contact the Code Enforcement Officer at least 24 hours before the inspection should be conducted. More than one inspection will be necessary. This is especially true for work that will be covered (i.e. plumbing that will be covered in a wall or concrete reinforcement prior to pouring). **Do not proceed to the next step of construction if such "internal work" has not been inspected.** Otherwise, work may need to be removed at the owner or contractor's expense for the inspection to be conducted. Close coordination with the Code Officer will greatly reduce this possibility.
3. Owner hereby agrees to allow the Code Enforcement Officer to inspect the work being done pursuant to this permit, provided however, that such inspection(s) is (are) limited to the work being conducted pursuant to this permit **and any other non-work-related violations which are readily discernable from such inspection(s).**
4. New York State requires that ALL contractors maintain Workers' Compensation and Disability Insurance for their employees. No Permit will be issued unless current valid certificates are attached to this application or proof that the contractor is exempt from the requirements. If this is the case, form WC/DB 100 will need to be stamped by the New York State Workers' Compensation Board and attached to this application. If the permit is for work on an owner-occupied structure, form BP-1 shall be attached. **Follow instructions on page 7 of this packet).**
5. Certificates of occupancy and/or compliance are required, the structure cannot be occupied until said Certificate is issued. These certificates require that any electrical inspections, septic system inspections, water tests, engineered building components specifications, etc. all have the proper paperwork on file with the Code Enforcement Officer. Close Coordination with this office as to all requirements will help clear up any confusion that may result. Temporary certificates can be obtained under certain conditions.
6. Work undertaken pursuant to this permit is conditioned upon and subject to any State and Federal regulations relating to asbestos material.
7. This permit does not include any privilege of encroachment in, over, or under any street, road, or right of way.
8. The permit must be displayed so as to be visible from the street nearest to the site of the work being conducted.

I, \_\_\_\_\_, the above named applicant, hereby attest that I am the lawful owner of the property described within or an the lawful agent of said owner and affirm under the penalty of perjury that all statements made by me on this application are true.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

Town of Fowler  
Building Permit Check List

1. Do not turn in your building permit until all information is complete. You must fill in lines 1-20 and attach any necessary paperwork to the Permit. (Instructions are on Page 1.) This Includes proof of Certificate of Liability Insurance for Contractors, or homeowner's insurance policy information. (Instructions are on page 6 and 7). **Any questions call Glen Besaw 315-323-0761.**
2. Don't forget to include the project plot plan and site plan basically a drawing of what is existing and what you are building with dimensions and sq ft. It must show property lines, well location and septic location. (see page 3 for details).
3. If replacing septic, you must include engineered septic plans.
4. Foundation information is required.
  - a.) Detailed drawing of the footing including depth below grade, size, material and reinforcement.
  - b.) Detailed information relating to the type of foundation wall system, size, damp proofing, reinforcement, and exterior drain tile installed.
  - c.) Will the foundation walls be insulated, if so, include information.
  - d.) Explain the use of the cellar/ basement. (example: to be used for storage, etc.)
5. **Payment of your building permit is expected before any work begins. If you have questions on the cost of your project, your questions will be addressed to Glen Besaw 315-323-0761.**
6. **Septic Systems and Perk Tests must be designed by a Design Professional.**
7. **All Electrical Inspections must be done by a Certified Electrical Inspector.**
8. **All Heating, Airconditioning, and Electrical appliances must be installed as per Manufacturers specifications.**
9. **All State and Local Codes and Land Use Laws must be complied with.**

TOWN OF FOWLER  
 BUILDING PERMIT FEE SCHEDULE  
 REVISED & IN EFFECT AS OF 1/1/2021

NAME \_\_\_\_\_  
 BUILDING PERMIT # \_\_\_\_\_  
 TOTAL BUILDING PERMIT FEES \$ \_\_\_\_\_

Square Footage	Rate	Total Cost
	F = Flat Fee	
	SF = Square Foot	
	\$20.00 F	\$ _____
	\$50.00 F	\$ _____

**\*\*MINIMUM FEE FOR ALL PERMITS IS**  
**\*\*STARTING WORK WITHOUT PERMIT IS**

**RESIDENTIAL SINGLE- FAMILY RESIDENCE**

**NEW CONSTRUCTION:**

Electrical Service		\$25.00 F	\$ _____
Monolithic Slab or Crawl Space	_____	.04 SF	\$ _____
Main Floor Living	_____	.08 SF	\$ _____
Second Floor & Each Additional Floor	_____	.06 SF	\$ _____
Basement	_____	.08 SF	\$ _____
Garage, Utility Storage, Carport, Lean-To	_____	.04 SF	\$ _____
Open Porches & Sun Decks	_____	.06 SF	\$ _____
Enclosed Porches	_____	.08 SF	\$ _____
Septic Tanks & Leech Fields	_____	\$30.00 F	\$ _____
Mobile or Modular Homes	_____	.06 SF	\$ _____

**ADDITIONS:**

Main Floor	_____	.08 SF	\$ _____
Second Floor & Each additional Floor	_____	.06 SF	\$ _____

**RENOVATIONS/ REMODLING / REPAIRS/ REPLACEMENT**

Electrical Service		\$25.00 F	\$ _____
Electrical Wiring & Fixtures		\$20.00 F	\$ _____
Roof Replacement (shingle or metal)		\$20.00 F	\$ _____
Roof Replacement with Board & decking Replacement		\$30.00 F	\$ _____
Plumbing		\$20.00 F	\$ _____
Windows & Doors		\$20.00 F	\$ _____
Heating		\$20.00 F	\$ _____
Chimneys		\$20.00 F	\$ _____
Air Conditioning		\$20.00 F	\$ _____

**MISCELLANEOUS**

Temporary Storage		\$20.00 F	\$ _____
Boat & Water Access Docks		\$30.00 F	\$ _____
Special Use Permits		\$45.00 F	\$ _____
Temporary Use Permits		\$20.00 F	\$ _____

**POOLS**

Above Ground		\$35.00 F	\$ _____
Inground		\$75.00 F	\$ _____

**COMMERCIAL AND / OR INDUSTRIAL FEE SCHEDULE**

\$00.00 - \$1,000	\$20.00	\$ _____
\$1001.00 - \$2,500	\$30.00	\$ _____
\$2501.00 - \$5,000	\$40.00	\$ _____
\$5001.00 - \$10,000	\$50.00	\$ _____
\$10,001.00 - \$15,000	\$60.00	\$ _____
\$15,001.00 - \$25,000	\$70.00	\$ _____
Over \$25,000 will be charged	\$70.00	\$ _____
Plus and additional \$ <u>10,00</u> for each \$2500.00 there- after.		\$ _____