

## Town of St. Armand

### Building Permit Application Instructions

A permit will be issued when it is determined that the application is complete and the proposed work conforms to the requirements of the Uniform Code. The authority conferred with the permit may be limited by a condition. The Town of St. Armand Code Enforcement Officer (CEO) must be notified of any changes to the information contained in the application during the period for which the permit is in effect.

A BUILDING PERMIT IS REQUIRED BEFORE commencing construction or other improvements, removal or demolition of any buildings or structures, except as noted below, and BEFORE the installation of heating equipment.

A BUILDING PERMIT IS NOT REQUIRED for necessary repairs which DO NOT involve material alterations or structural features, plumbing, electrical or heating/ventilating systems, for agricultural buildings such as dairy barns and poultry houses, erecting fences, constructing non-commercial storage facilities under 140 square feet and for replacing roofing and siding materials.

#### ITEMS TO BE INCLUDED WITH THE APPLICATION:

- The tax map number for the property can be obtained from the Essex County Office of Real Property, Tax Collector or Town Clerk.
- Certificate of Occupancy will not be issued without this number.
- Worker's Compensation/disability benefits are necessary if wages are to be paid to anyone working on the project.
- If you are unsure of CLASS, check V – most new single family homes are combustible, wood frame. Your Town Assessor may be able to help you determine if your project site is located in a flood plain or is designated as a wetland. You may also contact the local APA or DEC offices.
- Enter your PRIMARY HEAT source, such as fuel oil, propane, oil hot water, electric baseboard, wood, etc.
- PLANS AND SPECIFICATIONS describing the proposed work are to be submitted with the application. The original seal and signature of a licensed and registered architect must be affixed to ALL plans submitted; except for: residential buildings under 1500 square feet of living area and/or alterations under \$20,000.00
- Plans should include site work and landscaping, elevations, sections, dimensions and schedules.

UNDERTAKING ACTIVITY THAT REQUIRES A BUILDING PERMIT PRIOR TO OBTAINING A BUILDING PERMIT IS PROHIBITED.

Application fee: The appropriate application fee should be made payable to the Town of St. Armand. The COE will inform you of the fee.

Nothing contained in the building permit shall be construed to satisfy any legal obligation of the applicant to obtain any governmental application or permit from any entity other than the Town of St. Armand, whether Federal, State or County.

#### SEND OR HAND DELIVER BUILDING PERMIT APPLICATIONS TO:

Town of St. Armand, Code Enforcement Officer, Robert W. Hammond  
1702 NYS Route 3, PO Box 338  
Bloomingdale, NY 12913

Code Enforcement Officer:	Robert W. Hammond
Cell phone:	518-524-4158
Fax number:	518-891-6092
Town Hall number:	518-891-3189
CEO email:	<a href="mailto:rhammondceostarmand@yahoo.com">rhammondceostarmand@yahoo.com</a>
St. Armand web site:	<a href="http://www.townofstarmand.com">www.townofstarmand.com</a>
St. Armand email:	<a href="mailto:starmand@roadrunner.com">starmand@roadrunner.com</a>