

Town of St. Armand
PO Box 338
1704 NYS Route 3
Bloomingdale NY 12913
518-891-3189 – office
518-891-6092 - fax

IMPORTANT INFORMATION FOR YOUR BUILDING PERMIT APPLICATION:

- If you are repairing or installing water or sewer lines, you must contact the Water & Sewer Clerk at 518-891-3189 to coordinate a time for repairs or installations with the Water Superintendent and/or the Wastewater Superintendent.
- The property owner is responsible for hiring a company to install water and sewer taps and to repair any water and sewer lines.
- A MEMBER OF THE ST. ARMAND WATER AND/OR WASTEWATER DEPARTMENT MUST BE PRESENT WHEN ANY WATER OR SEWER LINES ARE REPAIRED OR INSTALLED – NO EXECPTIONS. THE TOWN WATER AND WASTEWATER SUPERINTENDENTS DO NOT PERFORM TAPPING OF WATER OR SEWER LINES.
- If you need a water meter or reader, please contact the Water & Sewer Clerk at 518-891-3189
- You must contact Dig Safe before doing any excavation work on or near the road.
- Please fill out the Building Permit application completely. Use additional paper if necessary.
- Building Permits are not issued until payment is received in full.
- The Town of St. Armand does not have zoning; we follow the New York State Uniform Fire Prevention & Building Code
- Please visit www.townofstarmandny.gov for more information including:

Water & Sewer Rules and Regulations

Local Laws for Water and Sewer

Local Law for Nuisance Abatement (noise, odors, etc.)

Contact information for Town employees

TOWN OF ST. ARMAND BUILDING PERMIT APPLICATION INSTRUCTIONS

Office of Building Code Enforcement
Code Enforcement Officer

Address:

Town of St. Armand
1702 NYS Route 3
PO Box 338
Bloomingdale, NY 12913

Contact Information:

CEO Cell Phone: 838-202-0802
Fax Number: 518-891-6092
Town Hall Number: 518-891-3189
Web-Site: www.townofstarmandny.gov

Building Permits:

Building permits are required for the erection, construction, enlargement, alteration, removal, improvement, demolition, conversion, or change in the nature of any building, structure, or swimming pool. The following is a list of common projects for which a building permit is required:

- New Home and Building Construction
- Home Improvements: Additions, Decks, Porches, Garages, Major Renovation and Roof Replacements, New and Full Siding Replacements.
- Swimming Pools
- Storage Sheds / Out Buildings > 140 Square Feet Non-Commercial
- Wood Stoves, Fireplaces, and other Solid Fuel Heating Devices

Building Permits are not required for ordinary repairs that are not structural in nature or 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 siding repairs. However, any construction or repair work not requiring a permit must nonetheless be done in full compliance with the New York State Uniform Fire Prevention Code 19NYCRR, and any and all other state and local statutes.

The Code Enforcement Officer (CEO) is available to discuss any planned projects and review what permits/approvals may be required.

The CEO may revoke a permit where it is found:

1. There has been any false statements or misrepresentations made as to a material fact in the application.
2. That the permit was issued in error and should not have been issued in accordance with that applicable law.
3. That the work is not being performed in accordance with the provisions of the applications, plans or specifications.
4. The person to whom a permit has been issued fails or refuses to comply with a Stop Work Order.

The CEO may issue a Stop Work Order whenever there are reasonable grounds to believe that such work is being performed in an unsafe and dangerous manner, or for any of the reasons stated above.

Submission of your Application:

To help facilitate your Building Permit, please review your application and be sure that it is fully complete. Please make note of the following special items:

Tax Map Number: The tax map number for the property can be obtained from the Essex County Office of Real Property, Tax Collector or Town Clerk.

Project Information: Complete description of project, including drawings as described below and narrative of work including trades to be involved and cost estimates for materials and labor and a statement that the work shall be performed in compliance with the Uniform Code, applicable state/local laws, rules, and regulations.

Drawings (with the full name and address of the property owner/applicant) shall include:

- Site Plan with limits of site work and the location of the well, septic system, APA delineated Wetlands, Flood Plan, Property Lines, Setbacks and any other relevant information.
- Building Plans must include complete detail; Plan View, Elevations, Sections, dimensions and material schedules, to allow for a complete review of the NYS Building and Fire Code.

An original seal and signature of a licensed NYS registered architect/engineer must be affixed to all drawings and the cover page of the specifications, with the exception of, unless specially required by the Code Enforcement Officer; (N.Y. Educ. Law, Article 145, §7307)

- New residential buildings of 1500 square feet of living area or less not including garages, carports, porches, cellars, or uninhabitable basements or attics;
- Alterations to any building or structure costing \$20,000 or less, which do not involve changes affecting the structural safety or public safety thereof; or
- Any habitable space (Living or Sleeping Areas) require adherence to the energy and property lite section of the NYS Building Code.
- Farm buildings including barns, sheds, poultry buildings, and other buildings used directly and solely for Agricultural purposes.
- Manufactured homes will have an insignia of approval issued by New York State Fire Prevention and Building Code.

Hazardous Materials Survey

“Notice to Building Permit Applicants”

An asbestos survey is required for all renovation, remodeling, repair and demolition of all interior and exterior building materials installed on or after 01 January 1974, or as detailed in 12 NYCRR 56. As per NYS Industrial Code Rule 56, asbestos material must be abated by licensed contractors utilizing certified asbestos handlers, with the exception of owner-occupied single family homes, where the owner may remove asbestos. However, it is not recommended that the owner remove asbestos. The owner could potential expose themselves, their family and neighbors to asbestos fibers if correct engineering controls and work methods are not utilized during the abatement. For further information and updates, please see the NYS website at:

www.labor.ny.gov

Proof of Workers Compensation

ACORD forms are not acceptable proof of New York State Workers' Compensation. Under Workers' Compensation Law (WCL) Section 57, businesses requesting permits, licenses or seeking to enter into contracts must provide one of the following forms to the entity issuing the permit or entering into a contract.

The following are acceptable forms:

- CE-200 Certificate of Attestation of Exemption from New York State Workers' Compensation and/or Disability Benefits Insurance Coverage; or
- C-105.2 (9-07) Certificate of Workers' Compensation Insurance; or
- U-26.3 State Insurance Fund's version of the C-105.2 form; or
- SI-12 Certificate of Workers' Compensation Self-Insurance (the business calls the Board's Self-Insurance Office at 518-402-0247); or
- GSI-105.2 Certificate of Participation in Workers' Compensation Group Self-Insurance (2-02)

If there are no employees the contractor can complete the CE-200 "Certificate of Attestation for New York entities With No Employees and Certain Out of State Entities, that New York State Workers' Compensation and/or Disability Benefits Insurance Coverage Is Not Required,,". The new Form CE-200 will be valid for a single building permit only. Form CE-200 can be filled out electronically on the Board's website, www.wcb.state.ny.us under the heading "Forms,,". Applications filing electronically are able to print a finished Form CE-200 immediately upon, completion of the electronic application. Applicants without access to a computer may obtain a paper application for the CE-200 by writing or visiting the Customer Service Center at any District Office of the Workers' Compensation Board.

For Residential Projects, if the homeowner is performing the work they may complete Form "BP-1 09 2007 Affidavit of Exemption Homeowners,," (Available from the CEO on request)

Inspections During Construction

It is the full and complete responsibility of the permit holder to schedule inspections and to make sure that all inspections required for the Certificate of Occupancy are secured with the CEO. It is recommended that, at a minimum that, Forty-Eight (48) hour notice is provided for all inspections. The Town of St. Armand Code Enforcement Office is a part-time operation and while every attempt will be made to work with your schedule with appropriate notice, it is not always practical to accommodate all requests, please plan ahead to ensure for the unexpected.

An inspection is required upon completion of each stage of construction, including but not limited to:

- Footings/foundation
- Framing
- Insulation
- Electrical (Third Party Inspection – Only preapproved Electrical Inspectors)
- Plumbing
- HVAC
- Septic Systems (Before Backfilling)
- Final Inspection

Some projects may have a complexity that requires Special Inspections or additional inspections required by the CEO. It is the permit holder's responsibility for all third party inspections or to arrange for all additional inspections. No construction items or elements shall be covered or buried before they are inspected by the CEO.

Term of Permits

Building Permits for new structures (except as noted below) shall be valid for two (2) year.

Building Permits for renovations and repairs shall be valid for one (1) year.

Building Permits for Pools, Garages, Decks, Chimneys, Roofs, Septic Systems and Fuel Burning Devices will be valid for one (1) year.

End of Document

Town of St. Armand
Building Permit Application

Please note: All new construction needs the approval of the Code Enforcement Officer BEFORE a Permit can be issued. Thank you.

Property Tax Map Number: _____ Permit Number: _____

Applicant's Name: _____ Phone Number: _____

Mailing Address: _____

Project site address: _____

Property Owner: _____ Phone Number: _____

Mailing Address: _____

Additional Contact info: _____

Architect/Engineer: _____ Phone Number: _____

Mailing Address: _____

Additional Contact info: _____

General Contractor/Builder: _____ Phone Number: _____

Mailing Address: _____

Additional Contact info: _____

Worker's Compensation/Disability wages: _____ yes _____ no *If yes, please provide copy of insurance*

Project Includes: Please circle all that apply

New House/Building	Garage/Carport	Swimming Pool	Deck
Mobile Home	Storage/Utility Shed	Change of Use	Septic System
Manufactured Home	Addition	Demolition	Relocation
Masonry/Chimney	Repairs/Alterations	Solid Fuel	Liquid/Gas Fuel

Other: _____

Construction Class: Please circle all that apply.

Type I (non-combustible) Type II (non-combustible) Type III (non-combustible exterior)
Type IV (heavy timber) Type V (combustible)

Use and Occupancy Classification: Please circle all that apply.

A – Assembly B – Business E – Educational F – Factory/Industrial
H – High Hazard I – Institutional M – Mercantile R – Residential
S – Storage U – Utility/Misc.

Primary Source of Heat: _____

Is the site in a Flood Plain? _____ In a wetland? _____ APA jurisdiction? _____

Does the property have: Please circle all that apply.

Public Water Public Sewer New Private Well Existing Private Well
New Septic System Existing Septic System Other: _____

Please include copies of plans, tax map plot, survey or any other pertinent documentation.

Estimated Cost of Project: \$ _____ Has any work been started or completed: _____

Applicant Certification: *I hereby certify that I have read all the instructions and examined the same to be true and correct. All provisions of laws and ordinances covering this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulation construction or land use of the performance of construction.*

Signature of Applicant/Authorized Agent: _____ Date: _____

Do not write below this line

For agency use only

Required fee \$ _____ Cash _____ Check number _____

Date received _____ Date permit issued _____

Permit Denied (state reason)

TOWN OF ST. ARMAND PERMIT FEE SCHEDULE
10 May 2016

(SF = Square Feet)

Residential Occupancies (One & Two Family Dwellings and Multiple Family Dwellings)	
1) New Construction: Fees Based on SF, with a Minimum Fee	\$0.20 per SF
Minimum Fee:	\$300.00
2) Single-Wide Mobile Homes: Fees Based on SF, with a Minimum Fee	\$0.15 per SF
Minimum Fee:	\$75.00
<i>*Includes porch system ≤ 64 SF, for Porches & Decks > 64 SF see Note 7.</i>	
3) Unattached Garages, Carports & Sheds: Fees Based on SF, with a Minimum Fee	\$0.15 per SF
Minimum Fee:	\$80.00
Structures ≤ 140 SF, require no Building Permit	No Fee
4) Additions: Fees Based on SF, with a Minimum Fee	\$0.20 per SF
Minimum Fee:	\$80.00
5) Repairs & Alterations:	
5A) One and Two-Family Dwellings	
Repairs	\$25.00
Alteration Level #1	\$50.00
Alteration Level #2	\$75.00
5B) Multiple Dwellings	
Repairs and Alteration Level #1	\$50.00 per Unit
Alteration Level #2	\$75.00 per Unit
Alteration Level #3	\$100.00 per Unit
6) Decks and Porches: (All Residential Occupancies)	
Porches and Decks of 300 SF or less	\$50.00
Additional SF above 300 SF	\$8.00 per 100 SF
ADA Access or Ramps	Exempt (Note 9)
7) Residential Siding: Fee is based on Alteration Level #1 or less	\$25.00
8) Solar Panel System: (Per Residential Occupancy)	\$50.00
Non-Residential Occupancies (Refer to Notes and Glossary of Terms on Page 2)	
9) New Construction: Fees Based on SF, with a Minimum Fee	\$0.30 per SF
Minimum Fee:	\$200.00
10) Unattached Structures and Additions Fees Based on SF, with a Minimum Fee	\$0.20 per SF
Minimum Fee:	\$100.00
11) Repairs & Alterations:	
Repairs and Alteration Level #1	\$50.00
Alteration Level #2	\$75.00
Alteration Level #3	\$100.00
General Permits and Inspections	
12) Roofing	
Re-Roofing (Includes all Changes in Roof Coverings)	\$50.00
Roof Reconstruction (Alteration Level #2, Both Categories)	\$75.00
13) Demolition:	
Owner-Occupied Single Family Dwellings (See Note 8)	\$10.00
Non-Owner-Occupied Single Dwellings and all other Occupancies	\$25.00
14) Swimming Pools:	
Includes above and below ground pools and enclosures	\$50.00
Enclosures around pre-existing pools	\$30.00
15) Chimney Permit:	\$25.00

16) Fuel Burning Devices (Includes Exterior Wood Boilers) and Chimney:	\$50.00
17) Septic Systems	\$50.00
18) Fire Safety and Property Maintenance Inspections:	
1 st Inspection and Follow-Up Inspection for Compliance Check	No Fee
Additional Follow-Up Inspections for Failure to Comply or Inspection at Owner's Request	\$25.00
19) Commercial Cellular/Satellite Antenna	\$100.00
20) Building Permit Renewal: For New Construction (Items 1, 2 and 9)	\$25.00
Renewal for Additions, Repairs, Alterations and Other General Permits	\$10.00
21) Certificate of Inspection (No Permit Issued) /Change in Occupancy	\$50.00
22) Records Search	\$50.00

Notes and Glossary of Terms

(Refer to Building Permit Instructions for detailed information on Terms and Conditions of Building Permitting)

1: Square footage is based on exterior dimensions of the building at each level and shall include all habitable/occupied basement areas and attached garages.

2: All fees will be rounded to the nearest dollar.

3: An additional 50% of all applicable fees will be charged for any construction started prior to issuance of a Building Permit.

4: Building Permits for new structures will run for three (3) years. All other Building Permits shall run for one (1) year. All renewed Permits shall run for one (1) year.

5: Building which are exempt from a Permit shall comply with the NYS Uniform Building and Fire Prevention Code.

6: No Mobile Homes built prior to 1973 shall be allowed to be installed in the Town of St. Armand.

7: Single-Wide Mobile Homes Building Permits include a porch system of up to 64 SF include within the Fee. If the Permittee requires additional porch space, an additional Fee per "Item 6) Deck/Porch" shall apply.

8: NYCCR Title 9, Chapter XXXII, §1203.3 exempts the construction of noncommercial storage facilities of less than 140 SF of gross floor area from requiring a Building Permit. Residential Structures 140 SF or less do not require a Demolition Permit.

9: For ADA project's to be exempt from Fee's, the project shall comply with that 2010 ADA Standards for Accessible Design.

One and Two Family Dwellings: Repairs and Alterations

Repairs

Repairs include the patching or restoration of materials, elements, equipment, or fixtures for the purpose of maintaining such materials, elements, equipment or fixtures in good or sound condition. (Includes electrical devices and systems)

Alterations - Level 1

Level 1 Alterations include the removal and replacement or the covering of existing materials, elements, equipment or fixtures using new materials, elements, equipment or fixtures that serve the same purpose, without reconfiguring the space.

Alteration - Level 2

Level 2 Alterations include the reconfiguration of space, the addition or elimination of any door or window, the reconfiguration or extension of any system, or the installation of any additional equipment.

Non-Residential Occupancy: Repairs and Alterations

Repairs:

Repairs include the patching or restoration or replacement of damaged materials, elements, equipment or fixtures for the purpose of maintaining such components in good or sound condition with respect to existing loads or performance requirements.

Alteration - Level 1

Level 1 alterations include the removal and replacement or the covering of existing materials, elements, equipment, or fixtures using new materials, elements, equipment, or fixtures that serve the same purpose.

Alteration - Level 2

Level 2 alterations include the reconfiguration of space, the addition or elimination of any door or window, the reconfiguration or extension of any system, or the installation of any additional equipment.

Alteration - Level 3

Level 3 alterations apply where the work area exceeds 50 percent of the aggregate area of the building.

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.

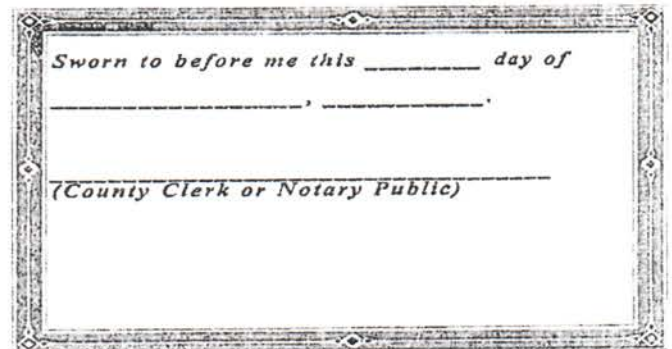
(Signature of Homeowner)

(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.

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 (12/08).

- ◆ 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(12/08), 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.

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- ◆ 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.

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- ◆ 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(12/08), 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.

ST. ARMAND WATER & SEWER REGULATIONS

*AS AMENDED THROUGH RESOLUTION # 57 of 2019 - ADOPTION OF AMENDED 2019 WATER & SEWER RATE CHANGES FOR THE BILLING PERIODS APRIL 1, 2019 THROUGH SEPTEMBER 30, 2019

*AS AMENDED THROUGH SPECIAL BOARD MEETING MAY 30, 2019

WATER REGULATIONS

I. Schedule of Water Rents within the St. Armand Water District.

A.	Single family dwellings	Apartment Buildings/Multiple Family
	Trailers on individual lots	Saranac Lake Central School
	Trailers in trailer parks	Senior Citizens Overlook
	Commercial users	Vacant Lots

Water Rate (Read) \$ per QTR:

\$ 6.50 per thousand gallons usage
\$ 8.00 Water Debt Service

Water Rate (Read) \$ per YEAR:

\$ 6.50 per thousand gallons usage
\$ 32.00 Water Debt Service

Water Flat Rate * (non-working readers or meters) per QTR is based as follows:

9,200 gallons (1 person in household)
18,400 gallons (2 people in household)
27,600 gallons (3 people in household)
36,800 gallons (4 people in household)
Etc.

*** On May 30, 2019, the St. Armand Town Board agreed the Town's goal is to have every Water and Sewer customer have metered service rather than flat rate by October 15, 2019. Flat Rate is more costly to the Town and the customer. Please see section X-F for further estimated rate information for customers who refuse to install or repair meters or readers after October 15, 2019.**

B. Multiple family dwellings

Each apartment charged as single family unit
One meter will be read and the landlord will be responsible for all charges.

C. Senior Citizen's Overlook, Inc.

Each apartment charged as single family dwelling rate. Meters are read.

D. Bloomingdale School – Saranac Lake Central School

Charged as 5 units
\$ 160.00 Water Debt Service (for the year)
\$ 6.50 per thousand gallons

E. Unoccupied lots with water service still connected to main

Flat rate of \$ 32.00 per year allocated as follows:
\$ 32.00 Water Debt Service

F. Unoccupied dwellings with existing water service

Flat rate of \$32.00 per year allocated as follows:
\$ 32.00 Water Debt Service

G. Vacant Lots which run adjacent to water lines but **not** connected

Flat rate of \$16.00 per year allocated as follows:
\$ 16.00 Water Debt Service

II. Schedule of water rates outside the St. Armand Water District

A.	Single family dwellings	Apartment Building/Multiple Family
	Trailer on individual lots	Saranac Lake Central School
	Trailers in trailer parks	Senior Citizens Overlook
	Commercial users	Vacant Lots

Flat rate of \$32.00 per year allocated as follows:
\$ 32.00 Water Debt Service
\$ 6.50 per thousand gallons used

B. Unoccupied lots with water service still connected to the main

Flat rate of \$32.00 per year allocated as follows:
\$ 32.00 Water Debt Service

C. Unoccupied dwelling with existing water service

Flat rate of \$ 32.00 per year allocated as follows:
\$ 32.00 Water Debt Service

- D. Vacant Lots which run adjacent to water lines but **not** connected.

Flat rate of \$16.00 per year allocated as follows:
\$ 16.00 Water Debt Service

SEWER REGULATIONS

- III. Schedule of sewer rents within the St. Armand Sewer District.

- | | | |
|----|-----------------------------|------------------------------------|
| A. | Single family dwellings | Apartment Building/Multiple Family |
| | Trailers on individual lots | Saranac Lake Central School |
| | Trailers in trailer parks | Senior Citizens Overlook |
| | Commercial users | Vacant Lots |

Sewer Rate \$ per unit per QTR:

\$ 12.36 per thousand gallons usage
\$ 68.00 Sewer Debt Service
\$ 11.12 Capital Reserve Fund - Sewer

Sewer Rate \$ per unit per YEAR:

\$ 12.36 per thousand gallons usage
\$ 272.00 Sewer Debt Service
\$ 44.48 Capital Reserve Fund - Sewer

- B. Multiple Family Dwellings

Each apartment charged as single family unit
One meter will be read and the landlord will be responsible for all charges.

- C. Senior Citizen's Overlook, Inc.

Each apartment at single family dwelling rate.
Meters will be read.

- D. Bloomingdale School – Saranac Lake Central School

Charged as 5 units
\$ 1360.00 Sewer Debt Service (for the year)
\$ 12.36 per thousand gallons
\$ 222.40 Capital Reserve Fund - Sewer (for the year)

E. Unoccupied lots with sewer service still connected to main

Flat rate of \$272.00 per year allocated as follows:
\$ 272.00 Sewer Debt Service

Capital Reserve Fund – Sewer per year allocated as follows:
\$ 44.48 Capital Reserve Fund - Sewer

F. Unoccupied dwellings with existing sewer service

Flat rate of \$272.00 per year allocated as follows:
\$ 272.00 Sewer Debt Service

Capital Reserve Fund – Sewer per year allocated as follows:
\$ 44.48 Capital Reserve Fund - Sewer

G. Vacant Lots which run adjacent to sewer lines

Flat rate of \$136.00 per year allocated as follows:
\$ 136.00 Sewer Debt Service

No Capital Reserve Fund - Sewer

IV. Schedule of sewer rates outside the St. Armand Sewer District

A.	Single family dwellings	Apartment Building/Multiple Family
	Trailers on individual lots	Saranac Lake Central School
	Trailers in trailer parks	Senior Citizens Overlook
	Commercial uses	Vacant Lots

Flat rate of \$272.00 per year for allocated as follows:
\$ 272.00 Sewer Debt Service
\$ 12.36 per thousand gallons

Capital Reserve Fund – Sewer per year allocated as follows:
\$ 44.48 Capital Reserve Fund - Sewer

- B. Unoccupied lots with sewer service still connected to the main

Flat rate of \$272.00 per year allocated as follows:
\$ 272.00 Sewer Debt Service

Capital Reserve Fund – Sewer per year allocated as follows:
\$ 44.48 Capital Reserve Fund - Sewer

- C. Unoccupied dwelling with existing sewer service

Flat rate of \$272.00 per year allocated as follows:
\$ 272.00 Sewer Debt Service

Capital Reserve Fund – Sewer per year allocated as follows:
\$ 44.48 Capital Reserve Fund - Sewer

- D. Vacant Lots which run adjacent to sewer lines

Flat rate of \$136.00 per year allocated as follows:
\$ 136.00 Sewer Debt Service

No Capital Reserve Fund - Sewer

V. Methods of Billing and Collection

- A. All units will be billed four times a year. There will be two mailings in each billing cycle. The first mailing will be the quarterly bill; the second mailing will be late-fee billing with the 10% penalty added on. If not paid by deadline, then door knob knockers will be placed on the residence.
- B. Billing amounts within the District will be \$8.00 each period for water debt services plus charges for water usage (\$6.50 per thousand gallons) and \$68.00 for sewer debt service plus charges for sewer usage (\$12.36 per thousand gallons). In addition, there will be a Capital Reserve Fund – Sewer Charge of \$11.12 per unit per quarter for all Sewer customers, with the exception of vacant lots.

- C. Billing amounts outside the District will be 8.00 each period for water debt service plus charges for water usage (6.50 per thousand gallons) and \$68.00 for sewer debt service plus charges for sewer usage (\$12.36 per thousand gallons). In addition, there will be a Capital Reserve Fund – Sewer Charge of \$11.12 per unit per quarter for all Sewer customers, with the exception of vacant lots.
- D. Owners of rental properties will be billed directly, unless notified by owners to send bill to renters. The responsibility for payment rests with the property owner if not paid by the tenant.
- E. The minimum charge for seasonal and absentee owners will be \$8.00 per quarter for water debt service and \$68.00 per quarter for sewer debt service, plus \$11.12 per unit per quarter for the Capital Reserve Fund – Sewer.

VI. Place and Time of Payments

- A. All water and sewer rents are to be paid to the Clerk of the Water and Sewer District either in person or by mail to:

Town of St. Armand Water & Sewer District
Water & Sewer Collector
P. O. Box 338
Bloomingdale, NY 12913

VII. Due Dates and Penalties for delinquent Water and Sewer Rents

- A. DUE DATES:

The due date for quarterly Water and Sewer bills will be 30 days from the billing date printed on the bill, with the allowance for due dates falling on a weekend or holiday, which then will be due the following business day after the weekend or holiday date.

B. PENALTIES:

Accounts not paid **by the due date** will be assessed a 10% late fee penalty the following business day. **Post Marks with the due date are not considered as received on the due date, and therefore, the late fee penalty will be applied if not received by the Water and Sewer Clerk on the due date.**

C. Discontinuance of Water & Sewer Services:

Persons whose Water and Sewer rents not received by the final due date will be notified by a doorknob notice of the intent to discontinue service. If water is shut off for non-payment of bills or for violation of the rules, the water will not be turned on again until all prior bills are paid, including the expense of shutting off and turning on the water. The fee established by the Town Board of Trustees is \$25.00 for turning water off and \$25.00 for turning water back on. Any person who turns their water service back on themselves without payment when service has been terminated by the town will be subject to arrest for theft of service.

D. Property Lien – Delinquent Water & Sewer Rents:

All delinquent water and sewer rents, plus penalties, including amounts on properties where water service has been discontinued, which remain outstanding at the end of October, will be included in the annual tax levy of property in question and shall constitute a lien on the property. The amounts in arrears shall be sent to the County's Real Property Tax Service in Elizabethtown in November of each year to be re-levied to the property owners County Tax bill. Re-levy payment amounts cannot be accepted by the Town Clerk after they have been sent to the County.

VIII. Trailer Parks

- A. The ultimate responsibility for payment remains with the property owners. As a courtesy to Trailer Park owners, bills will be sent to tenants but written notice and duplicate bills will be forwarded to the landowners.
- B. Water meters and readers are the property and responsibility of the owner of the trailer and/or trailer park owners.

- C. The trailer park owner must furnish the Water Superintendent with a map showing water shut off locations for each trailer. A current list of trailer park tenants must also be provided.
- D. **The Water and Sewer Clerk of the District must be notified, in writing, by the trailer park owner when tenants leave, either permanently or seasonally and when a trailer is removed and the lot is vacant.**
- E. If delinquency notices (doorknob knockers) are sent to trailer park tenants and are not paid, then the trailer park owner must also be notified by the Clerk of the Water and Sewer District.

IX. Vacant Lots

- A. Vacant lots are billed quarterly at the same time as all other water and sewer bills with the same due date. If payment is not received by due date, late fees of 10% will be charged and late bills will be mailed out. Water is already off on vacant lots, therefore delinquent bills will be calculated at the end of October and added to the relevy in November.

X. Water Meters

- A. Effective October 15, 2019, all residences and business within the St. Armand Water and Sewer District are mandated to have working meters and readers installed by the property owners.
- B. Once installed, they become the property and responsibility of the property owner. Provisions must be made by the property owner to protect the meter from freezing and other damage. All water meters must have an outside reader and meet with the approval of the Water Superintendent.
- C. Water meters will be read prior to the billing dates by the Water Superintendent using the reader device installed outside the dwelling. The Water Superintendent, at the discretion of the Town Board, also examines the meter.

- D. In the event of meter replacement, the new meter must meet the approval of the Water Superintendent.
- E. Water meters are sealed at the time of installation.
- F. **A property owner who refuses to purchase and install a water meter by the mandated date of October 15, 2019, will be charged an estimated rate double the National Average Rate of 100 gallons per person per day for water and sewer usage. Therefore, the charges will be based as follows:**

- 18,400 gallons (1 person in household)
- 36,800 gallons (2 people in household)
- 55,200 gallons (3 people in household)
- 73,600 gallons (4 people in household)
- Etc.

- G. During a billing quarter, if a meter or outside reader is non-working or unreadable, the owner will be notified by letter enclosed with the quarterly billing and Flat Rate charges of 100 gallons per person per day for water and sewer usages will apply. Once the meter or reader is repaired or replaced, the customer is to notify the Water and Sewer Clerk who in turn will contact the Water Superintendent to go to the service residence and acquire the new reading for future billing reference. If the meter or reader is not repaired or replaced by the following billing quarter the customer will be estimated double the Flat Rate charges of 100 gallons per person per day for water and sewer usages until the Water and Sewer Clerk has been notified by the customer that the issue has been resolved and the Water Superintendent obtains an initial reading after the repair. The estimated rates are as follows:

Estimated Rate for non-working readers or meters within the billing quarter notification:

- 9,200 gallons (1 person in household)
- 18,400 gallons (2 people in household)
- 27,600 gallons (3 people in household)
- 36,800 gallons (4 people in household)
- Etc.

Estimated Rate (doubled) for continued non-working readers or meters going into the following billing cycle:

18,400 gallons (1 person in household)
36,800 gallons (2 people in household)
55,200 gallons (3 people in household)
73,600 gallons (4 people in household)
Etc.

The customer is notified by letter from the Water and Sewer Clerk that the meter or reader is not working and that he/she is being estimated. Estimated rates will continue until the Water and Sewer Clerk has been notified by the customer that the issue has been repaired and the Water Superintendent obtains an initial reading after the repair or replacement.

XII. Bill Adjustments

If the Customer believes that an error has been made on their bill or has some other reason to believe that their bill should be adjusted, they may request an adjustment through the Water and Sewer Clerk. The Water & Sewer Clerk will complete a Water & Sewer Adjustment Form with all applicable information and submit to the Town Board for review at the next scheduled Regular Board Meeting. The Customer is encouraged to attend the Regular Board Meeting so that they may be available to answer any questions the Town Board may have regarding the adjustment. The request for an adjustment must be made prior to the due date stated on the current bill. If the adjustment request is received by the Water and Sewer Clerk after the due date of the current bill, the customer is expected to pay the amount stated on the current bill plus any late fees incurred. The late request will be submitted to the Town Board at the next scheduled Regular Board Meeting and if approved by the Board, the adjustment will appear on the next quarter's Water and Sewer billing.

The ruling of the Town Board is final, and the Customer will be obliged to pay the bill according to the decision of the Town Board.

XIII. Bill Adjustment for Running Water in Frigid Temperatures

Customers who seek credit on their water bills when running their water during frigid temperatures to avoid freezing lines must adhere to the following procedure:

The customer will contact the Water and Sewer Clerk asking for a credit to be allowed if they run their water and give the location of the service address. The Water and Sewer Clerk will contact the Water Superintendent, who will make the determination if that location is at risk of freezing. If it is determined by the Water Superintendent that the location is at risk of freezing, the Water and Sewer Clerk will contact the customer that they have been approved to run their water and water usage credit will be given. The customer should not assume they will be given credit until they are notified by the Water and Sewer Clerk that the request has been approved. The amount of credit given will be determined based on the requesting customer's previous three quarters average of water usage. Credit will not be given for sewer usage, as the water usage is processed through the sewage treatment plant.

XIV. Bill Adjustment for Sewer Usage in Pool Fills.

Customers who seek credit for sewer usage when filling their pools during the summer season must adhere to the following procedure:

The customer needs to submit a letter of request for sewer usage credit to the Water and Sewer Clerk. The letter will include the gallon size of the pool, the date of the pool fill, the beginning meter reading prior to filling the pool and the ending meter reading immediately after filling the pool. The letter needs to be received by the Water and Sewer Clerk within 10 days of the date of the pool fill. **No hydrants are to be used for pool filling.**

XV. Seasonal Time Frames for Installing Water Taps and Sewer Taps

According to Water Superintendent Jeffrey Cotter, a normal wet tap installation takes 4 – 5 hours which includes digging, exposing the pipe, clearing for the labor. The Town currently charges \$200.00 if ¾ inch pipe is used and \$250.00 if 1-inch pipe is used. The Town Board determined when a water tap or sewer tap is installed in the winter months the rates will be doubled due to the added risk of breaking town water lines in the winter.

The installation price in winter months will therefore be \$400.00 if ¾ inch pipe is used and \$500.00 if 1 inch pipe is used. In addition, there will be an added charge of \$40.00 per hour after six hours of labor to install the wet tap.

Water Superintendent Jeffrey Cotter will determine what constitutes “winter,, season prices based on the temperature and weather conditions any given year.

XVI. Miscellaneous Provisions

- A. Water shall not be disconnected from October 15th to April 15th as water may be used to heat homes, and is therefore, a requirement of life.
- B. A \$25.00 charge will be made for turning on and \$25.00 for turning off water for seasonal residents.
- C. Water may be turned on or off **ONLY** by the St. Armand Water & Sewer Superintendent.
- D. The Town of St. Armand Board reserves the right to shut off the water in an EMERGENCY and to keep it shut off as long as shall be deemed necessary. Notice of planned shut off will be given via the newspaper, Fire Department marquis, St. Armand Facebook Page, and or by door to door notification by Water Superintendent, if feasible.
- E. The Water Superintendent must approve all new water installations before they are connected to the water mains. **No plastic pipe will be allowed to connect to the water main.**
- F. Any dwelling unit hooked to an existing water main line must have a separate meter and be billed as a separate unit.

Any connection to water/sewer mains must be approved by the Water & Sewer Superintendent and the Town of St. Armand Board before any connection is made.

A PERMIT MUST BE APPLIED FOR AND APPROVED PRIOR TO INSTALLATION OF ANY SEWER LATERAL. THE FEE FOR RESIDENTAL SEWER LATERAL PERMIT SHALL BE \$25.00. THE FEE FOR COMMERCIAL/INDUSTRIAL SEWER LATERAL PERMIT SHALL BE \$50.00. A SEWER LATERAL PERMIT APPLICATION MAY BE OBTAINED FROM THE TOWN CLERK DURING NORMAL BUSINESS HOURS, OR MAY BE OBTAINED ON OUR WEBSITE: WWW.TOWNOFSTARMAND.COM.

- G. The Town of St. Armand Water & Sewer District is responsible only for the maintenance of the water and sewer mains. The way-box and other piping is the property owner's responsibility.

- H. In the event that it is necessary to excavate across a Town street or any other Town property to install water or sewer service, the user is responsible for returning the Town property to its original condition, and must obtain and sign a highway work permit from the Highway Superintendent before digging can be started.

- I. Rules and Regulations regarding the collection of water and sewer rents may be amended at the discretion of the Town of St. Armand Board without prior notice.

- J. New water and/or sewer tap fees

Sewer Tap	\$200.00	
Water Tap	\$200.00 for ¾,,	\$250.00 for 1,,

- K. Returned Checks: If a payment check is returned as non-sufficient funds, a charge of \$25.00 will be imposed.

PLEASE REFER TO ST. ARMAND'S WATER ORDINANCE, SEWER ORDINANCE AND/OR ST. ARMAND SEWER OVERFLOW RESPONSE PLAN FOR FURTHER INFORMATION AND REGULATIONS.

On May 14, 2019, the Town Board of the Town of St. Armand approved the decreased sewer usage rates from \$18.75 to \$12.36 per 1,000 gallons, and approved a Capital Reserve Fund – Sewer fee for all sewer customers with the exception of Vacant Lots.

Updated: May 30, 2019