



# TOWN OF JAY

## Office of the Code Enforcement

Robbe Baer  
codes@townofjayny.gov

P.O. Box 730, 11 School Lane  
Au Sable Forks, NY 12912

Telephone: (518) 647-2204  
Fax: (518) 647-5692

DPW Approval: \_\_\_\_\_

Permit #: \_\_\_\_\_

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

### 1: Applicant's Name, Address & Contact Information (phone #, email):

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Applicant is (check one): \_\_\_\_\_ Owner \_\_\_\_\_ Contractor \_\_\_\_\_ Engineer/Architect  
\_\_\_\_\_ Other (specify) \_\_\_\_\_

### 2: Owner's Name, Address & Contact Information (phone #, email):

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### 3: Contractor's Name, Address & Contact Information (phone #, email):

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Are wages being paid for performance of work (check one): \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes: Copies of the contractor's Liability Insurance (ACCORD form) and Workers' Compensation Insurance (U-26.3 or C-105.2 form) or Waiver of Workers' Comp (CE-200) are required.

### 4: Project Location:

Street Address: \_\_\_\_\_

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

5: Water Supply (check one): \_\_\_\_\_ Municipal Water \_\_\_\_\_ New Well \_\_\_\_\_ Existing Well

Wastewater (check one): \_\_\_\_\_ Municipal Sewer \_\_\_\_\_ Existing Septic System

\_\_\_\_\_ New Septic System (Engineered plans are required by NYS)

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**8: Will a driveway be constructed or altered (check one):** \_\_\_\_ YES \_\_\_\_ NO

If yes, please complete Town of Jay "Right of Way" Permit form

**9: Is the project site under Adirondack Park Agency jurisdiction (check one):** \_\_\_\_ YES \_\_\_\_ NO

Is the project site within a flood plain (check one): \_\_\_\_ YES \_\_\_\_ NO

Is the project site in a designated wet land (check one): \_\_\_\_ YES \_\_\_\_ NO

**10: NYS Licensed Professional who has drawn submitted plans for this application (check one):** \_\_\_\_ Registered Architect (RA) \_\_\_\_ Engineer (PE)

Name, Address & Contact Information (phone #, email):

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License Number: \_\_\_\_\_

**\*\*The above named design professional must complete and attach a plan review summary sheet.\*\***

### 11. Building Details:

Please complete page 4

**12: Has work covered by this application already been started or completed (check one):** \_\_\_\_ YES \_\_\_\_ NO

### 13: Applicant Certification:

I hereby certify that I have read the instructions and examined this application and know 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 regulating construction or land use or the performance of construction.

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

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

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### Type of Construct:

☐ New House    ☐ Addition    ☐ Alteration/remodel    ☐ Repair  
☐ Mobile Home    ☐ Shed    ☐ Swimming Pool    ☐ Deck  
☐ Fuel Burning    ☐ Chimney    ☐ Garage/carport

### Basement Type:

☐ Slab on grade    ☐ Crawl space    ☐ Full basement    ☐ Pier  
☐ Combination of the above (please give approximate dimensions)

### Heating/Air Conditioning Equipment:

☐ Oil fired    ☐ Propane fired    ☐ Electric    ☐ Geothermal  
☐ Central air    ☐ Other (describe) \_\_\_\_\_

### General Information (answer all that apply):

☐ Number of bedrooms    ☐ Number of sinks    ☐ Number of toilets  
☐ Number of bathtubs/shower units    ☐ Is there a laundry area  
☐ Number of enclosed porches    ☐ Number of open porches

**Is there a generator:** ☐ YES ☐ NO

If yes: ☐ Size in kilowatts    ☐ Fuel source    ☐ Manual start OR ☐ Auto start

**Are there solar panels:** ☐ YES ☐ NO

If yes: ☐ Size of array (SF)    ☐ Number of panels  
☐ KW per panel    ☐ Total KW for the array

### Exterior Surface (check all that apply):

☐ Clapboard siding    ☐ Shingle    ☐ Board & batten    ☐ Stucco  
☐ Vinyl    ☐ Aluminum    ☐ Other

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