



TOWN OF JAY

Office of the Code Enforcement

Rodger Tompkins
codes@townofjayny.gov

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

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

Town of Jay Permit Fee Schedule *updated 2020*

- 1) One and Two Family Homes:**
To include single wide, double wide & modular homes
NO Mobile Homes built prior to 1973 allowed
See Notes 1 & 4 below.....
\$.30 per SF
Minimum fee: \$100
- 2) Multiple Dwellings:**
See Note 1 below.....
\$.40 per SF
Minimum fee: \$100
- 3) Commercial and Industrial Construction:** \$.50 per SF
 - a) Fire alarm, sprinkler system, life safety, truss ID: \$50.00
 - b) Fuel, CNG, LPG tank installations: \$50.00
 - c) Tank removal: \$40.00
 - d) Solar/wind: \$100.00
 - e) Emergency generator: \$75.00
- 4) Additions/Renovations/Alterations (residential):** \$.25 per SF
Fee based on square footage.....
Minimum fee: \$50
- 5) Alternative Energy Systems (residential):**
 - a) Solar panels and wind turbines; ground or roof mounted: \$75.00
 - b) Heating systems: \$50.00
 - c) Emergency generator: \$50.00
- 6) Decks and Porches:**
Fees based on square footage.....
Handicap access or ramps are fee exempt
\$.20 per SF
- 7) Unattached Residential Garages, Carports & Utility Sheds:**
 - Buildings of 144 sq. foot or less..... No permit required
 - Buildings of 144 sq. foot or larger..... \$.25 per SF
 - See Note 1 below.....



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- 8) Building of Non-Residential Occupancy:**
See Note 1 below..... \$.30 per SF

- 9) Reroofing:**
Note: Metal roofs will be grounded by no less than two (2) grounding plugs to separate grounding rods \$50.00

- 10) Demolition:**
See Note 5 below.....
 - a) Residential: \$50.00
 - b) Commercial: \$100.00

- 11) Swimming Pools:**
Includes above and below ground pools and enclosures \$45.00

- 12) Chimney Permit:** \$50.00

- 13) Septic Systems:**
Engineered plans stamped and certified by NYS \$75.00
Certified Engineer or Architect are required

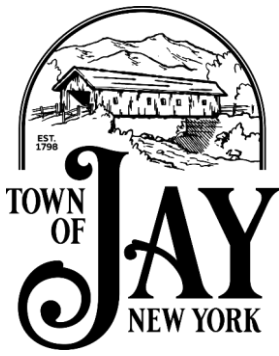
- 14) Building Permit Renewal:**
See Note 4 below..... 50% of original permit

- 15) Certificate of Inspection- No Permit Issued:**
 - a) First offense: \$100.00
 - b) Second offense: \$175.00

- 16) Fire and Safety Inspection:**
 - a) Fire inspection: (base fee plus one follow up visit):
 - 1) Up to 3000 SF: \$50.00
 - 2) 3001 to 10,000 SF: \$100.00

Once every year for all businesses; once every 3 years for apartments with 3 or more units

- 17) Short Term Rentals Inspections:** \$75.00



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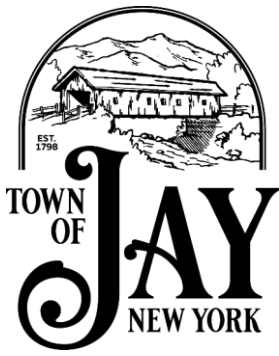
- 18) Property History Searches:** \$50.00
- 19) Electrical Service Upgrade Only:** \$50.00
Requires a separate electrical inspection by a certified
NYS Electrical Inspector
- 20) Code Violations:**
- | | |
|---|--------------------|
| Minimum fine after 180 days of a property being in violation: | \$25.00 per day |
| Minimum fine after 360 days of a property being in violation: | \$50.00 per day |
| Maximum penalty for failure to resolve code violations: | \$1,000.00 per day |

- 21) Exemptions-** Building Permits are not required for work in any of the following categories:
- a) Construction of any one story nonresident building with **144 square foot or less**;
 - b) Installation of swings or playgrounds associated with a one or two family dwelling;
 - c) Swimming pools that are designed for a **water depth of 24 inches or less**;
 - d) Installation of fences that **are not** part of an enclosure that surrounds a swimming pool;
 - e) Painting, wallpapering, tiling or carpeting or other similar finish work;
 - f) Installation of listed **portable or temporary** electrical, plumbing, heating, ventilation or cooling equipment or appliances;
 - g) **Repairs, provided that such repairs do not involve:** (i) the removal or cutting away of load bearing walls, partitions, or portion thereof, or any structural beam or load bearing component; (ii) the removal or change of any required means of egress, or the rearrangement of parts of a structure in a manner which affects egress; (iii) the enlargement, alteration, replacement or relocation of any building system; (iv) the removal from service of all or part of a fire protection system for any period of time;
 - h) Farm buildings and other buildings solely and directly for agricultural purposes

Note 1: Square footage is based on exterior dimensions of the building at each level and shall include ALL habitable/occupied basement area and attached garages. **STAMPED plans are required for all buildings in excess of 1,500 square feet** and for structural alterations costing in excess of \$10,000. A non-residential building example would be a pole barn, sugar house, Amish shed, animal barn, carport, gazebo, or any type of storage unit. Multiple dwellings are duplexes or apartments with 3 or more units.

Note 2: An additional 50% of all applicable fees will be charged for any construction started prior application of permits or without approval of the Code Enforcement Officer.

Note 3: It is the responsibility of the home owner/contractor to make sure that the Code Enforcement Officer is notified with ALL phases of construction. All construction methods shall conform to NYS Fire Prevention and Building Codes, ALL Town and Local requirements, rules and regulations.



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Note 4: All permits are good for one year except for new single family homes, which are good for two years. Permits can be renewed up to three times for 50% of the cost of the original permit. If the project goes beyond the three-year mark, a new permit must be issued for the remainder at full cost.

Note 5: It is solely the responsibility of the applicant to inquire of any State Agencies that may have jurisdiction over the proposed demolition and/or removal (including but not limited to the Adirondack Park Agency, Department of Environmental Conservation, and State Historic Preservation Office) as to whether any permits or approvals are required from those agencies and, if so, to obtain any such permits or approvals.

-It is the applicant's responsibility to notify the Assessment Office that the said structure has been removed for inventory and valuation purposes at 518-647-2204 ext 105.

-New York State Labor Law (section 241.10) and the Code require a survey of the building to be performed to identify the presence of asbestos prior to advertising for bids or contracting for or commencing work on any demolition work on a building. The Codes require that this survey must be sent to **NYS Department of Labor and the local government unit** responsible for issuing the demolition permit. Prior to demolition, the asbestos identified in the survey must be removed or otherwise remediated. **Albany District- 518-457-2072, Syracuse District- 315-479-3215.**

Note 6: Projects that require drawings will be drawn with dimensions and include all details of construction, anything over 1,500 sq. feet requires a set of stamped plans by a certified design professional. We require two sets of plans for each build. Any alterations to the design will require an updated drawing. **PLANS AND SPECIFICATIONS MUST ACCOMPANY THIS APPLICATION.**

Note 7: You must contact Dig Safe before doing any excavation work on or near the road.

Note 8: Building permits are not issued until payment is received in full and all of the construction documents are collected for the project.

Note 9: The Town of Jay does not have zoning laws, but we do follow the current New York State Uniform Fire Prevention and Building Codes. Any other questions, please contact the Town of Jay Code Enforcement Office at 518-647-2204 ext. 106.