



# 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

### **Required construction documentation needed for your permit application submittal per NYSDOS:**

1. Application signed and dated. Please fill out the application completely. Use additional paper if necessary.
2. Detailed drawings showing dimension for every level/floor.
3. Worker's comp and/or liability insurance information for every contractor/subcontractor hired.
4. Applicable fees associated with the project proposal. See Town of Jay fee schedule for details.
5. If you are building an occupied dwelling, the rest applies- RES check for home (see engineer for a copy).
6. Water tap application submitted to both Code Enforcement and the DPW's office.
7. Driveway permit submitted to both Code Enforcement and the DPW's office.
8. AAPOA (AuSable Acres Property Owners Association) permit submitted to:  
<https://ausableacres.org/contact-us/> if you build in the Acres building development. Please see the Acres Covenants and Restrictions on our website as well as the Acres Architectural Requirements.
9. You must contact Dig Safe before doing any excavation work on or near the road by calling 811-Dig Safely New York.
10. Building permits are not issued until payment is received in full and all of the construction documents are collected.
11. The Town of Jay does not have zoning laws, but does follow current NYS Fire Prevention and Building Codes.
12. The Code Enforcement Officer 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. Please work safely.