

Town Clerk  
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Supervisor

Supt. of Highways  
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# TOWN OF LYME

Councilman  
**DANIEL VILLA**

Councilman  
**DAVID HENDERSON**

JEFFERSON COUNTY

Deputy Supervisor  
**DONALD BOURQUIN**

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## BUILDING CODE ENFORCEMENT OFFICER

Cell Phone (315) 777-6115

### Building / Zoning Permit Process

1. A Town of Lyme New York State Fire Prevention and Uniform Building / Zoning Building Permit is required for the following:
  - a) most types of new residential and commercial construction including alterations, conversions, renovations, decks, fences, roof replacement, use and use changes for property and existing structures.
  - b) The installation of all mobile and modular units, all woodstoves-fireplaces and inserts, all heating equipment, all pools, all electrical work and the installation or repairs of septic systems.
  - c) most demolition projects.
2. To obtain the required Permit, fill out all the information required on the Permit Application Form. **Do not leave any items blank on the application permit or your Permit will not be processed until all the information asked for has been provided.**
3. Deliver or mail your completed forms, maps and drawings to Town of Lyme office located at 12175 NYS Rte. 12E or P.O. Box 66, Chaumont, New York 13622. The application will be checked for completeness by the Code Officer who will then bill you for the permit fee.
4. Once your permit fee has been received your application will be processed. **Please make Permit fee checks out to Town of Lyme.** When your application has been approved by the Code Enforcement Officer, a Building / Zoning Permit will be issued by the Town of Lyme and only at that time will construction be allowed to begin.
5. Once the permit has been issued and construction has begun, the Code Enforcement Officer will conduct periodic inspections at certain stages of construction as the work progresses. **It is your responsibility to notify the Code Enforcement Officer at (315) 777-6115 when you are ready for an inspections at intervals specified on the Building / Zoning Permit form. Failure to have inspections performed will void your Permit application and no permit fees will be returned under any circumstances.**
6. When construction of your project is completed and the work is given final approval by the Town of Lyme Code Enforcement Officer, the Town of Lyme will issue a Certificate of Occupancy or a Certificate of Compliance thus ending the Building Permit process. Allow for a ten (10) day processing period between the final inspection and the issuance of the Certificate.

### Information Required For Issuance Of A Town Of Lyme Building/Zoning Permit

1. Completed and signed Application Form and Building Construction Questionnaire.
2. The Tax Parcel Number where construction is proposed.
3. The location (in detail) of your proposed project with a posted 911 address and the road name.
4. A Site Plan showing the proposed location of the structure with distances to lot lines, septic system and/or well (if applicable) and any other structures existing or proposed on the site.
5. A current stamped Surveyor's Map with lowest lot elevation indicated. All boundary stakes and surveyor's pins to be so marked and visible.
6. Completed Environmental Assessment Form (SEQR).
7. Proof of NYS Workers' Compensation coverage. Form C-105.2 or U-26.3 for contractors or Form CE200 or BP-! For exempt homeowners
8. A Footer and Foundation Plan detailing depth of footers, base wall, size of and materials used, reinforcement, drainage systems, water proofing, insulation, and backfill material to use.
9. Floor Plan of each level showing exterior dimensions, room sizes, door and window locations, electrical layout, heating system, plumbing plan showing both water supply and water waste systems in detail.
10. Framing Details of floors, walls, windows, doors, ceilings, stairways, showing sizes, materials used, center to center spacing, spans, and type of roof construction (truss/rafters, etc.)
11. Door and Window Schedule showing type, size, header details, and insulation rating.
12. Exterior finish schedule showing insulation details, R-values, siding, etc.
13. Driveway and Wetlands Permits if applicable.
14. NFIP Flood Plain Elevation Certificate.
15. Electrical Inspection (may be performed by second party)
- 16.

*In addition to the above, some projects will require the following:*

1. An Architects or Engineer's stamp (all Commercial Projects and Residential Projects over 1500 sq. ft. or projects not of generally accepted construction standards.
2. Detailed Septic plans if a new system is to be installed, including completed, signed and dated percolation test form, or certificate of compliance with New York State Department of Health, Sanitary Code (10NYCRR) signed by a licensed Engineer.
3. Details and specifications on all Fire and CO2 Alarm Systems, Sprinkler and /or Standpipe and Special Fire Suppressive Systems as required by the New York State Fire Code.