



**WASHINGTON COUNTY  
DEPARTMENT OF CODE ENFORCEMENT**

**Physical Address:**  
1153 Burgoyne Ave  
Fort Edward, NY 12828

**Mailing Address:**  
383 Broadway  
Fort Edward, NY 12828

Phone: (518) 746-2150

**MASONRY FIREPLACE AND CHIMNEY  
PERMIT APPLICATION**

**STOP! All portions of the heating system, including wall and ceiling penetrations, must be visible for inspection purposes. Concealed or uninspected portions must be exposed.**

No work may proceed without a valid permit & site notice.

**Inspections must be completed by our office prior to use of appliance.**

**THIS IS A NON-REFUNDABLE APPLICATION FEE. INCOMPLETE APPLICATIONS MAYBE CANCELLED 6 MONTHS AFTER INITIAL REVIEW.** Please allow two to four weeks for processing and review. Be sure to complete all sections of the application. If you have questions, contact our office for guidance at (518) 746-2150.

- Application Fee \$100.00. Make check payable to the Washington County Treasurer. This is a non-refundable application fee.
- Complete the application in INK. Make sure the application is signed.
- Complete fireplace diagram included with this application or submit diagram/plan providing requested information.
- Insurance requirements: ACORD FORMS ARE NOT ACCEPTABLE PROOF OF COVERAGE.  
Certificate of Workers Compensation Form C-105.2 or U-26.3 **AND**  
Certificate of Disability Insurance Form DB-120.1 or DB-155  
OR  
Exemption of Workers Compensation and Disability Benefits Insurance Coverage: Form CE-200
- All projects must comply with all town or village local laws. Local Regulation Compliance Form (LRCC #1) needs to be signed by your local official **BEFORE ANY PERMIT CAN BE ISSUED.** This may require additional time depending on your locality. Inquire at your town or village office and have the LRCC#1 completed **BEFORE** submitting your application. Please be sure that the LRCC#1 is signed by both the applicant & the local official.

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Smoke and Carbon Monoxide Alarms must be installed throughout the structure as required by New York State Code. With the installation of a new carbon monoxide source to a building/structure, the building/structure shall be evaluated as if constructed on or after January 1, 2008.

Send completed application, application fee, and documents to:  
WASHINGTON COUNTY  
DEPARTMENT OF CODE ENFORCEMENT  
383 BROADWAY  
FORT EDWARD, NY 12828





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MASONRY FIREPLACE AND CHIMNEY PERMIT APPLICATION

FOR OFFICE USE ONLY

APPLICATION NO.
DATE RECEIVED:
DATE EXAMINED:
AMOUNT OF FEE RECEIVED:

APPROVED
APPROVED WITH CORRECTIONS
DISAPPROVED

PERMIT NO.
REASONS:
EXAMINED BY:

Project Location:

STREET / ADDRESS
TOWN VILLAGE
TAX MAP SECTION BLOCK LOT

APPLICANT:

NAME:
MAILING ADDRESS:
TELEPHONE #
TELEPHONE #
E-MAIL:

APPLICANT IS:

OWNER
LESSEE
AGENT
ARCHITECT / ENGINEER
BUILDER / CONTRACTOR
INSTALLER

NAME AND ADDRESS OF OWNER AND INSTALLER IF DIFFERENT THAN APPLICANT:

OWNER

NAME:
MAILING ADDRESS:
TELEPHONE #
TELEPHONE #
E-MAIL:

INSTALLER

NAME:
MAILING ADDRESS:
TELEPHONE #
TELEPHONE #
E-MAIL:

OCCUPANCY TYPE:

(CHECK APPROPRIATE BOX)

SINGLE FAMILY HOME
ONE - FAMILY DWELLING
TWO - FAMILY DWELLING
MULTIPLE DWELLING:
PERMANENT OCCUPANCY
TRANSIENT OCCUPANCY
ADULT RESIDENTIAL CARE
(NOT MORE THAN 16 OCCUPANTS)

BUSINESS
MERCANTILE
FACTORY
STORAGE
ASSEMBLY
INSTITUTIONAL
MISCELLANEOUS
OTHER

DESCRIBE

GROUP B
GROUP M
GROUP F
GROUP S
GROUP A
GROUP I
GROUP U
GROUP



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**BUILDING INFORMATION: (Complete all that apply)**

<u>Building Construction Type:</u>							
Concrete	Steel	Brick	Stone	Wood	Other _____		
<u>Building Exterior:</u>							
Wood	Stone	Brick	Metal	Shingles	Vinyl	Concrete	Composition
Stucco	Other _____						
<u>Building Roof:</u>							
Wood	Stone	Metal	Shingles	Rubber	Other _____		

**PROPOSED CONSTRUCTION INFORMATION: (Complete all that apply)**

Chimney	Fireplace	
<u>Primary Source of Heat?</u>	Yes	No
<u>Location:</u>	New Location	Existing Location
Basement	Bedroom	Living Space _____ Garage (Contact code office)
<u>Chimney Information:</u>	New	Existing
<u>Chimney Location:</u>	Interior	Exterior
<u>Is assembly airtight when not in use?</u>	Yes	No
<u>Outside air supply provided?</u>	Yes	No

APPLICATION is hereby made to the Washington County Department of Code Enforcement for an installation of Heating Equipment permit pursuant to Washington County Local Law 3 of 2007 as amended by Local Law No. 2 of 2012 the applicant agrees to comply with all applicable provisions of said law and code, rules and regulations governing the installation of heating equipment and swears/attests that all statements contained in this application are true to the best of his/her knowledge and belief.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE



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Please complete requested information below.  
Refer to diagram provided.

A. Hearth Slab Thickness \_\_\_\_\_

B. Hearth Extension Sides \_\_\_\_\_

C. Hearth Extension Front \_\_\_\_\_

D. Hearth Slab Reinforcement \_\_\_\_\_

E. Firebox Wall Thickness \_\_\_\_\_

F. Top of Box to Throat \_\_\_\_\_

G. Smoke Chamber \_\_\_\_\_

H. Vertical Reinforcing \_\_\_\_\_

J. Horizontal Reinforcing \_\_\_\_\_

K. Bond Beams \_\_\_\_\_

L. Fireplace Lintel \_\_\_\_\_

M. Chimney Walls with Flue Lining \_\_\_\_\_

P. Effective Flue Area \_\_\_\_\_

R. Clearances:

Combustible Materials:  
Hearth and Hearth Extension \_\_\_\_\_

Fireplace \_\_\_\_\_

Chimney \_\_\_\_\_

Mantel \_\_\_\_\_

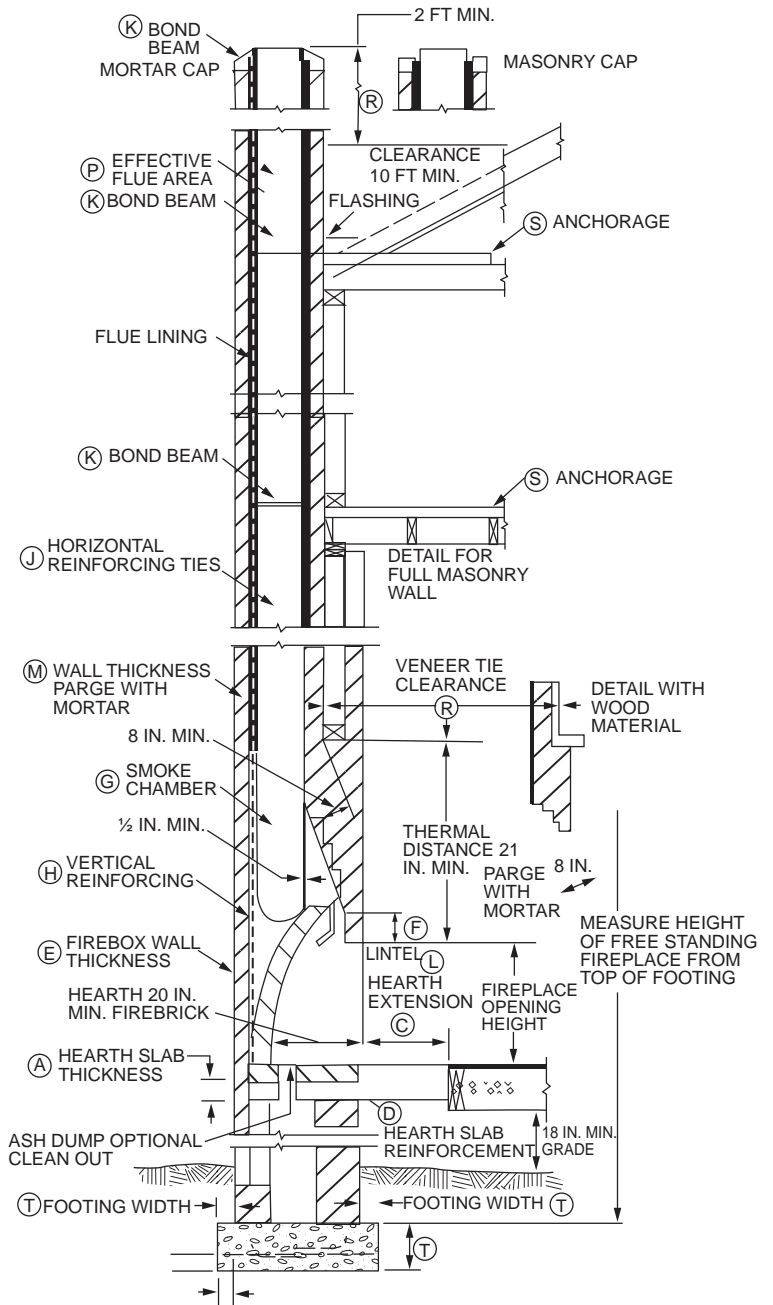
Height Above Roof \_\_\_\_\_

S. Anchorage:

Strap \_\_\_\_\_

Number \_\_\_\_\_

Embedment into Chimney \_\_\_\_\_



S. Anchorage (Continued)

Fasten to \_\_\_\_\_

Bolts \_\_\_\_\_

T. Footing:

Thickness \_\_\_\_\_

Depth: \_\_\_\_\_

Width \_\_\_\_\_

# Certificate of Attestation of Exemption



Workers' Compensation Board

Instructions for obtaining and filing a Certificate of Attestation of Exemption from Workers' Compensation and/or Disability and Paid Family Leave Benefits (CE-200) through New York Business Express

## Follow these steps:

1. Go to [businessexpress.ny.gov](https://businessexpress.ny.gov).
2. Select **Log in/Register** in the top right-hand corner. A NY.gov Business account is required.
3. If you **do not have** a NY.gov business account, go to [step 4](#) to set up your account. If you **have** a NY.gov log-in and password, go to [step 16](#).
4. Select **Register with NY.gov** under New Users.
5. Select **Proceed**.
6. Enter the following:
  - First and Last Name
  - Email
  - Confirm Email
  - Preferred Username (check if username is available)
7. Select **I'm not a robot**.
  - You may have to complete a Captcha Verification before proceeding.
8. Select **Create Account**.
  - If you already have a NY.gov account, the screen will display your existing accounts, either Individual or Business.
  - Do one of the following:
    - If the account(s) shown is a NY.gov Individual account, select **Continue**.
    - If the account(s) shown is a NY.gov Business account, select **Email Me the Username(s)**.
9. Verify that the account information is correct.
  - Select **Continue**.
10. An activation email will be sent.
  - If you do not receive an email, see the **No Email Received During Account Creation** page.
11. Open your activation email and select **Click Here**.
  - Specify three security questions.
  - Select **Continue**.
12. Create a password (must contain at least eight characters).
13. Select **Set Password**. You have successfully activated your NY.gov ID.
14. Select **Go to MyNy**.
  - At the top of the screen select **Services**.
  - Select **Business**.
  - Select **New York Business Express**.
  - Select **Log in/Register**.
15. On the New York Business Express home page, do one of the following:
  - Scroll down to Top Requests and select **Certificate of Attestation of Exemption, or**
  - Search Index A-Z for **CE-200**.
16. Under **How to Apply**:
  - Select **Apply as a Business, or**
  - Select **Apply as a Homeowner** (applies to those obtaining permits to work on their residence).
17. Complete application screens.
18. Review Application Summary.
19. Attest and submit.

## You will receive an email when your certificate has been issued.

To view your certificate:

- Select **Access Recent Activity** from your email, **or**
- Access [businessexpress.ny.gov](https://businessexpress.ny.gov), and then access your **Dashboard** (under your login name on right).

Print and **sign** the **Certificate of Attestation of Exemption**.

Submit your **CE-200** for your license, permit or contract to the issuing Agency.



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LOCAL REGULATION COMPLIANCE CERTIFICATE  
TO BE SUBMITTED PRIOR TO ISSUING PERMIT

LRCC #1

TOWN / VILLAGE OF:

Tax Map No.

THIS IS TO CERTIFY that the proposed construction described in Washington County Building Permit complies with all Town and/or Village zoning laws and/or other applicable local requirements.

Applicant:

Owner:

Property Address:

Project Description:

SIGNATURE OF APPLICANT

SIGNATURE OF OWNER

DATE

TO BE COMPLETED BY LOCAL COMPLIANCE OFFICIAL OR CHIEF ELECTED OFFICIAL:

**Flood Plain Law:**  This parcel **IS** in a flood plain  This parcel **IS NOT** in a flood plain

Zoning Ordinance  Site Plan Review  Other Local Laws

No Local Town / Village requirements apply to proposed construction.

**N/A** **YES** **NO**

- If a Flood Hazard Area Permit is required through your local municipality, has one been issued?
- If a Permit is required from the Adirondack Park Agency, has one been issued?
- If a Permit is required from the Lake George Park Commission, has one been issued?
- If a Permit is required by the NYS Dept. of Environmental Conservation, has one been issued?
- If a Permit is required by the NYS Dept. of Health, has one been issued?
- If a Permit is required for a new driveway or road access from NYS D.O.T., Washington County D.P.W. or your local Town or Village, has one been issued?
- The Town of Greenwich requires an additional Building Permit Application and a Driveway Permit Application. Have these been submitted to and approved by the Town of Greenwich?
- The Town of Argyle requires an additional Building Permit Application, a Driveway Permit Application, a Local Compliance Checklist and a complete set of prints. Have all of these been submitted to and approved by the Town of Argyle?
- The Town of Hampton requires a Construction Use Verification Form. Has this been submitted to and approved by the Town of Hampton?
- If located in a sewer district, has the project been reviewed and approved by the applicable Sewer System Operator?

Other remarks by Local Official: \_

SIGNATURE OF LOCAL COMPLIANCE OFFICIAL, OR CHIEF ELECTED OFFICIAL

DATE

Compliance Officer Contacts for  
Local Regulation Compliance Certificate “LRCC” #1 & #2

TOWN/VILLAGE	CONTACT	PHONE NUMBER / EMAIL
Argyle Village	Mayor, Darren Smith	(518) 955-2766 (Village Clerk)
Argyle Town	Supervisor, Robert Henke	(518) 638-8681 ext. 12
Cambridge Town	Supervisor, Catherine Fedler	(518) 677-5532 (Town Clerk)
Cambridge Village	William Reagan	(518) 677-2622 zeo@cambridgeny.gov
Dresden	Supervisor, Paul Ferguson	dresdensupervisor@yahoo.com (518) 499-1100 (Town Office)
Fort Ann Village	Mayor, Dennis Langlois	(518) 639-4416 (Office)
Fort Ann Town	Paul Milligan	(518) 223-2659 enforcement.fortann@gmail.com
Granville Village	Curt Pedone	(518) 642-2640
Granville Town	Bill Humphries	(518) 642-1500 / 361-8685
Greenwich Village	Andrew Mollica	(518) 692-2755 zoningofficer@villageofgreenwich.org
Greenwich Town	Andrew Mollica	(518) 692-7611 ext. 106 / 335-9786 andrew.mollica@greenwichny.org
Hampton	Supervisor, David O’Brien	(518) 282-9830 (Town Office)
Hartford	Supervisor, Scott Hahn	(518) 632-9151 (Town Office)
Hebron	Supervisor, Brian Campbell	(518) 415-7039
Jackson	Supervisor, Jay Skellie	(518) 854-7883
Putnam	Town of Putnam	(518) 547-8317
Salem	Mario Canalini	(518) 854-3277 (Town Office) marioc333@yahoo.com
White Creek	Supervisor, Lance Allen Wang	(518) 677-8545 (Town Office)
Whitehall Village	Village Mayor	(518) 499-0871 / 681-6553
Whitehall Town	Supervisor, John Rozell	(518) 499-1535 (Town Office)