



**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

**UL LISTED HEATING EQUIPMENT AND CHIMNEY
INSTALLATION PERMIT APPLICATION**

This application is for supplemental heating devices such as pellet stoves, woodstoves, and gas fireplaces. A separate application is needed for each appliance. This is not an operating permit application. Multiple inspections must be completed by this office prior to use of the appliance.

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.
- New installations must be factory-built heating appliances that are listed and labeled and shall be installed in accordance with the conditions of the listing. Factory-built heating appliances shall be tested in accordance with UL 127.
- Submit a copy of the installation instructions for the proposed heating appliance. Submit brochures or materials describing the clearances and manufactures specifications when applying for the installation permit. This will avoid delays in the issuance of the permit.
- 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.

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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UL LISTED HEATING EQUIPMENT 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)

Building Construction Type:	
<input type="checkbox"/> Concrete	<input type="checkbox"/> Steel <input type="checkbox"/> Brick <input type="checkbox"/> Stone <input type="checkbox"/> Wood <input type="checkbox"/> Other: _____
Building Exterior:	
<input type="checkbox"/> Wood	<input type="checkbox"/> Stone <input type="checkbox"/> Brick <input type="checkbox"/> Metal <input type="checkbox"/> Shingles <input type="checkbox"/> Vinyl <input type="checkbox"/> Concrete <input type="checkbox"/> Composition
<input type="checkbox"/> Stucco	<input type="checkbox"/> Other: _____
Building Roof:	
<input type="checkbox"/> Wood	<input type="checkbox"/> Stone <input type="checkbox"/> Metal <input type="checkbox"/> Shingles <input type="checkbox"/> Rubber <input type="checkbox"/> Other: _____
Building Heating & Cooling:	
<input type="checkbox"/> Hot Air	<input type="checkbox"/> Hot Water <input type="checkbox"/> Electric <input type="checkbox"/> Oil <input type="checkbox"/> Gas <input type="checkbox"/> Radiant <input type="checkbox"/> Solar <input type="checkbox"/> Wood
<input type="checkbox"/> Geothermal	<input type="checkbox"/> Central Air <input type="checkbox"/> Other: _____

Proposed Equipment Information: (Complete all that apply)

Type of Equipment:	
<input type="checkbox"/> Room Heater	<input type="checkbox"/> Furnace <input type="checkbox"/> Stove <input type="checkbox"/> Fireplace <input type="checkbox"/> Other: _____
Type of Fuel:	
<input type="checkbox"/> Wood	<input type="checkbox"/> Pellet Wood <input type="checkbox"/> Coal <input type="checkbox"/> Pellet Coal <input type="checkbox"/> Propane Gas <input type="checkbox"/> Natural Gas
<input type="checkbox"/> Fuel Oil	<input type="checkbox"/> Kerosene <input type="checkbox"/> Other: _____
Manufacturer Information:	
Name: _____	
Model Number: _____	
BTU Rating: _____	
UL Listed:	<input type="checkbox"/> Yes <input type="checkbox"/> No (All new equipment installations MUST be UL listed or equivalent)
Project Cost: _____	
Primary Source of Heat? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Equipment Location: <input type="checkbox"/> New Location <input type="checkbox"/> Existing Location	
<input type="checkbox"/> Basement	<input type="checkbox"/> Living Space Floor <input type="checkbox"/> Attic <input type="checkbox"/> Garage (Contact code office) <input type="checkbox"/> Other _____
Chimney Information: <input type="checkbox"/> New <input type="checkbox"/> Existing	
Chimney Location: <input type="checkbox"/> Interior <input type="checkbox"/> Exterior <input type="checkbox"/> Other _____	
Chimney Type: <input type="checkbox"/> Masonry <input type="checkbox"/> Factory Built <input type="checkbox"/> Other _____	

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 "A" of 2003, Section 8.1. 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

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.
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, 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)