



**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

**HEATING EQUIPMENT AND CHIMNEY INSTALLATION  
PERMIT APPLICATION**

This application is for supplemental heating devices such as pellet stoves, woodstoves, and gas fireplaces. 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 \$50.00. 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.

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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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## 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)

### DESCRIBE

<input type="checkbox"/> SINGLE FAMILY HOME <input type="checkbox"/> ONE - FAMILY DWELLING <input type="checkbox"/> TWO - FAMILY DWELLING MULTIPLE DWELLING: <input type="checkbox"/> PERMANENT OCCUPANCY <input type="checkbox"/> TRANSIENT OCCUPANCY <input type="checkbox"/> ADULT RESIDENTIAL CARE (NOT MORE THAN 16 OCCUPANTS)	<div style="display: flex; justify-content: space-between;"><div>R3</div><div>R3</div></div> <div style="display: flex; justify-content: space-between;"><div>R2</div><div>R1</div></div> <div style="display: flex; justify-content: space-between;"><div>R4</div><div></div></div>	<div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> BUSINESS</div><div><input type="checkbox"/> MERCANTILE</div><div><input type="checkbox"/> FACTORY</div><div><input type="checkbox"/> STORAGE</div><div><input type="checkbox"/> ASSEMBLY</div><div><input type="checkbox"/> INSTITUTIONAL</div><div><input type="checkbox"/> MISCELLANEOUS</div><div><input type="checkbox"/> OTHER</div></div> <div><div>GROUP B</div><div>GROUP M</div><div>GROUP F</div><div>GROUP S</div><div>GROUP A</div><div>GROUP I</div><div>GROUP U</div><div>GROUP ____</div></div>
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**Building Information:** (Complete all that apply)

<b>Building Construction Type:</b> <input type="checkbox"/> Concrete <input type="checkbox"/> Steel <input type="checkbox"/> Brick <input type="checkbox"/> Stone <input type="checkbox"/> Wood <input type="checkbox"/> Other: _____	
<b>Building Exterior:</b> <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: _____	
<b>Building Roof:</b> <input type="checkbox"/> Wood <input type="checkbox"/> Stone <input type="checkbox"/> Metal <input type="checkbox"/> Shingles <input type="checkbox"/> Rubber <input type="checkbox"/> Other: _____	
<b>Building Heating &amp; Cooling:</b> <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)

<b>Type of Equipment:</b> <input type="checkbox"/> Room Heater <input type="checkbox"/> Furnace <input type="checkbox"/> Stove <input type="checkbox"/> Fireplace <input type="checkbox"/> Other: _____	
<b>Type of Fuel:</b> <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: _____	
<b>Manufacturer Information:</b> Name: _____ Model Number: _____ BTU Rating: _____ UL Listed: <input type="checkbox"/> Yes <input type="checkbox"/> No    (All new equipment installations <b><u>MUST</u></b> 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 that all statements contained in this application are true to the best of his/her knowledge and belief.

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

\_\_\_\_\_  
DATE

Revised June 2022

# 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 \_\_\_\_\_

THIS IS TO CERTIFY that the proposed construction described in Washington County Building Permit complies with all town and/or village zoning laws or requirements.

Applicant: \_\_\_\_\_

Property Address: \_\_\_\_\_

Project Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

TO BE COMPLETED BY LOCAL COMPLIANCE OFFICIAL OR CHIEF ELECTED OFFICIAL

As further described in the attached Washington County Building Permit Application complies with the following local laws:

Flood Plain Law: ☐ This parcel is in a flood plain

☐ This parcel is not in a flood plain

☐ Zoning Ordinance

☐ Mobile Home Ordinance

☐ Subdivision Regulations

☐ Site Plan Review

☐ Other Local Law

☐ No Local Town / Village requirements apply to proposed construction.

N/A

YES

NO

⇒ If an Adirondack Park Agency Permit is required, has one been issued?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
⇒ If a Permit from the Lake George Park Commission is required, has one been issued?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
⇒ If a Permit is required by the NYS Dept. of Environmental Conservation, has one been issued?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
⇒ If a Permit is required by the NYS Dept. of Health, has one been issued?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
⇒ If a Permit is required for a new driveway or road access, from NYS D.O.T., Washington Co. DPW, or your local Town or Village, has one been issued?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
⇒ The Town of Greenwich DOES require an additional Building Permit Application AND a Driveway Permit Application. Contact the Greenwich Town Clerk and submit, with this Certificate, to the Town of Greenwich	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
⇒ The Town of Argyle DOES require an additional Building Permit application, one set of prints, a Driveway Permit Application & a Local Compliance Checklist to be completed. Contact the Argyle Town Clerk and submit, with this Certificate, to the Town of Argyle.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
⇒ Town of Hampton requires "construction use verification form" Application fee is \$10.00. Obtain form from Town of Hampton Clerk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
⇒ If a Flood Hazard Area Permit is required by your local municipality, has one been issued?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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
Argyle Village	Mayor, Wes Clark	(518) 638-8717
Argyle Town	Supervisor, Robert Henke	(518) 638-8681 ext. 12
Cambridge Town	Supervisor, Catherine Fedler	(518) 796-1877
Cambridge Village	William Reagan	(518) 469-3467
Dresden	Supervisor, Paul Ferguson	(518) 499-0552 (home)
Fort Ann Village	Mayor, Dennis Langlois	(518) 639-4416 (office)
Fort Ann Town	Mark Miller	(518) 639-8929 ext. 5
Granville Village	Curt Pedone	(518) 642-2640
Granville Town	Bill Humphries	(518) 642-1500 / 361-8685
Greenwich Village	Eric Becker	(518) 232-8252
Greenwich Town	Andrew Mollica	(518) 335-9786
Hampton	Supervisor, David O'Brien	(518) 282-9830 (office)
Hartford	Mark Miller	(518) 632-9151
Hebron	Supervisor, Brian Campbell	(518) 415-7039
Jackson	Supervisor, Jay Skellie	(518) 854-7883
Putnam Town	William Brown	(518) 547-9539
Salem Town	Supervisor, Evera "Sue" Clary	(518) 854-3277
White Creek	Supervisor, James Griffith	(518) 677-8545 (office)
Whitehall Village	Dan Stazinski	(518) 681-6553
Whitehall Town	Supervisor, John Rozell	(518) 499-1535

Revised June 2022