

## ***Permit Guide for Washington County, NY***

**IN ADDITION TO A LOCAL PERMIT OR APPROVAL, YOU MAY ALSO NEED A PERMIT OR APPROVAL FROM ONE OR MORE OF THE FOLLOWING FEDERAL, STATE OR COUNTY DEPARTMENTS OR AGENCIES.**

***\*LOCAL APPROVALS MAY INCLUDE BUILDING PERMITS, SITE PLAN REVIEW APPROVAL, SUBDIVISION APPROVAL OR A ZONING VARIANCE***

### **COUNTY PLANNING DEPARTMENT/ BOARD**

Washington County: Department of Planning & Community Development  
Washington County Municipal Center  
383 Broadway  
Fort Edward, NY 12828  
(518) 746-2291

**What may be required:** County Planning Board Review required under General Municipal Law section 239m for development along or near a state or county highway, near municipal boundaries, state or county parks, recreational areas, public land, buildings or institutions.

### **COUNTY CODE ENFORCEMENT**

Washington County Department of Code Enforcement  
Washington County Municipal Center  
383 Broadway  
Fort Edward, NY 12828  
(518) 746-2150

**Building Permits:** Administers and enforces the New York State “Uniform Fire Prevention & Building Code” for several municipalities in the County

**FIRE UNDERWRITERS:** Private agencies that do permit inspections for electrical installations and hookups. Listed below are agencies that do inspection for Washington County Building Permits:

- Middle Department: 1-800-873-6343
- New York Board of Fire Underwriters: 1-800-356-2556
- Atlantic Inland: (518) 638-6339 or 692-9295 Please call before 7 AM
- Commonwealth Electrical
  - Don Loveland: 1-800-562-9934 or (518) 543-6724
  - Ron Mumblo: (518) 562- 9934
  - Edward Brittle: (518) 499-1952 Please call between 7 & 9 (AM & PM)
  - Glenn Riddle: 1-800-281-6797 or (518) 747-5365

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**STATE DEPARTMENTS OR AGENCY PERMITS MAY ALSO BE REQUIRED :**

### **NYS DEPARTMENT OF ENVIRONMENTAL CONSERVATION (DEC)**

DEC Warrensburg Office for Warren, Washington, Fulton & Saratoga Counties  
(518) 623-1200

Regional Permit Administrator: DEC Region 5 Headquarters for Clinton, Essex,  
Franklin & Hamilton Counties

Ray Brook, NY 12977

(518) 897-1200

#### **DEC permits may be needed for:**

- Disturbance of bed or banks of streams, lakes, rivers - may include bridges, boathouses, shoreline stabilization
- Large wastewater systems
- Floating objects in navigable waters
- Public water supplies
- Storm water discharge for construction sites 1 acre or larger
- Solid waste & hazardous waste disposal
- And other activities – please contact DEC

### **NYS OFFICE OF GENERAL SERVICES (GSA)**

(518) 474-2195

#### **GSA permits may be needed for:**

- The use of riparian rights to waterways of the State of New York
- Activities on underwater (submerged) lands owned by the State of New York
- And other activities – please contact GSA

### **NYS DEPARTMENT OF HEALTH (DOH)**

NYS DOH District Offices (Glens Falls Office)

77 Mohican Street

Glens Falls, NY 12801

(518) 793-3893

#### **DOH permits may be needed for:**

- Realty subdivisions of five or more lots, with each lot being equal to or less than five acres in size
- Alternative septic systems
- Shared “community” household water supplies
- Food service establishments
- And other activities – please contact DOH

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### **NEW YORK STATE DEPARTMENT OF STATE: DIVISION OF CODE ENFORCEMENT AND ADMINISTRATION**

Mailing Address:

New York State Department of State:  
Division of Code Enforcement and Administration  
41 State Street, Suite 1130  
Albany, NY 12231

### **TECHNICAL ASSISTANCE HELP LINE**

(518)-474-4073

Fax: (518) 486-4487

E-mail: [codes@dos.state.ny.us](mailto:codes@dos.state.ny.us)

### **NEW YORK STATE HISTORIC PRESERVATION OFFICE (SHPO): *New York State Office of Parks, Recreation and Historic Preservation (OPRHP).***

Mailing address:

Peebles Island Resource Center  
P.O. Box 189  
Waterford, NY 12188-0189  
(518) 237-8643

Delivery address:

Peebles Island Resource Center  
Delaware Avenue  
Cohoes, NY 12047

### **Washington County contact:**

William Krattinger  
(518) 237-8643 Ext: 3265

### ***Who initiates the review process:***

- A state or federal agency or the SEQRA lead agency will generally initiate the consultation
- Not all agencies coordinate the SHPO review into their process; therefore, to avoid costly delays, the applicant may wish to consult SHPO directly.

### **Possible reviews needed:**

- A cultural resource investigation
- In cases where a project involves ground disturbance, an Archeological Survey may be needed (unless substantial prior ground disturbance can be documented).

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### **NYS DEPARTMENT OF TRANSPORTATION (DOT)**

NYS DOT Regional Offices

Region 1 Office for Essex, Saratoga, Warren & Washington Counties

Schenectady, NY 12305

(518) 388-0388

NYS DOT Washington County Office

(518) 747-4724

#### **DOT permits may be needed for:**

- Work in State Highway right-of-ways (R-O-Ws) including new driveway access, underground & overhead utilities
- And other activities – please contact DOT

***Town & Village roads:*** Contact the Town or Village Highway Department or Department of Public Works

***County Highways:*** Access approval required

Contact: Washington County Department of Public Works at (518) 746-2440

### **OTHER AGENCIES TO CONTACT DEPENDING ON LOCATION AND/OR NATURE OF THE PROJECT:**

***ADIRONDACK PARK AGENCY (APA):*** State zoning agency for the Adirondack region (12 counties) with jurisdiction over wetlands and Wild and Scenic Rivers in that region

Route 86, PO Box 99

Raybrook, NY 12977

(518) 891-4050

#### **APA permits may be needed for:**

- Major project including but not limited to commercial, industrial and public uses
- Mining projects
- 3 to 9 lot subdivisions
- Conversion of structures to residential use
- Junkyards
- And other activities – please contact APA

***LAKE GEORGE PARK COMMISSION (LGPC):*** LGPC is a State agency issuing permits for construction in and adjacent to Lake George that may apply to projects/ properties in the Towns of Dresden, Putnam and Fort Ann.

Fort George Road

PO Box 749

Lake George, NY 12845 (518) 668-9847

(518) 668-9847

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### **LGPC permits, SEQRA Review or other approvals may be needed for:**

- Stormwater management
- Docks, wharfs and moorings
- Projects in a wetland, fish spawning areas or other environmentally sensitive areas
- Excavation and fill (cribs and seawalls)
- And other activities – please contact LGPC

**NYS CANAL AUTHORITY (NYS THRUWAY COMMISSION):** *State agency issuing permits for construction of docks and structures adjacent to and near waterways that drain into the Erie Canal.*

Albany Division

Interchange 23, Route 9W

Albany, NY 12209-2098

(518) 436-2700

Fort Edward Section 518-747-4613

### **Canal Corp. permits may be needed for:**

- Construction of docks and structures adjacent to and near waterways that drain into the Erie Canal

**NEW YORK UNDERGROUND FACILITY PROTECTION ORGANIZATION'S (UFPO):** *UFPO's mission is to work to comply with governing regulations to protect the public and prevent damage to underground facilities through education and quality communications between excavators and underground facility operators in an efficient, user-friendly, cost effective manner.*

For underground utilities, be sure to check before you excavate  
"call before your dig" 1-800-969-7962

**FEDERAL AGENCY PERMITS MAY ALSO BE REQUIRED FOR SOME PROJECTS, PARTICULARLY IF THEY INVOLVE WETLANDS:**

### **FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA):**

FEMA 500 C Street

SW Washington, D.C. 20472

(202) 566-1600

FEMA Map Assistance Center

Toll free: 1-877-FEMA MAP (1-877-336-2627)

**What may be required:** To secure financing to buy, build or improve structures in Special Flood Hazard Areas (SFHA's), you will be required to purchase flood insurance. Lending institutions that are federally regulated or federally insured must determine if the structure is located in a SFHA and must provide written notice requiring flood insurance.

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Flood insurance is available to any property owner located in a community participating in the National Flood Insurance program (NFIP). All areas are susceptible to flooding, although to varying degrees, in fact, 25% of all flood claims occur in the low-to-moderate risk areas.

**The Washington County Planning Department:** This county department is the local repository of federal flood insurance maps. The County does not have the jurisdiction to make final flood hazard determinations. FEMA must be contacted directly if there is an issue regarding the flood hazard status of any property.

**UNITED STATES ARMY CORPS OF ENGINEERS:** *Regulates activities in navigable waterways through the granting of permits.*

441 G. Street

Washington, DC 20314

(202) 761-0008

Construction Projects (Civil Works): (202) 761-5856

Wetlands Permits: (202) 761-4616

Environmental: (202) 761-4285

**New York District Office:**

U.S. Army Corps of Engineers

New York District

26 Federal Plaza

New York, NY 10278

(212) 264-0100

**Civil Works Office:**

U.S. Army Corps of Engineers

New York District

26 Federal Plaza

New York, NY 10278-0090

(212) 264-5489

Fax: (212) 264-5779

**Permits may be needed for:**

- Construction or filling in federal wetlands
- Construction or to discharge pollutants or fill in waterways of the United States

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**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY (EPA):** *Redundant to NY State DEC in certain regulatory areas.*

**Permits may be needed for:**

- Pollutant discharges
- Drinking water standards
- Mineral extraction.

**U.S. FISH AND WILDLIFE SERVICE:** *The U.S. Fish and Wildlife Service has four programs that issue permits under a number of wildlife laws and treaties. They have jurisdiction over construction that may affect Federal Endangered, Threatened and Rare Species or their habitat and administer Federal Wildlife Refuges. They agency intervenes in Federal Energy Regulatory Commission (FERC) dam re-licensing proceedings.*

Offices are located at the Arlington, Virginia headquarters; at regional offices across the United States; or at some wildlife ports of import/export. If you have a question please contact a program or regional office so their permit staff can assist you or visit the following website: [permits@fws.gov](mailto:permits@fws.gov).

**Region Five: U.S. Fish and Wildlife Service**

Endangered Species Permit Office

300 Westgate Center Drive

Hadley, MA 01035

Web: <http://northeast.fws.gov/ecologicalservices/>

(413) 253-8628

E-mail: [permitsR5ES@fws.gov](mailto:permitsR5ES@fws.gov)

Fax: (413) 253-8482

**Region Five: Includes** Connecticut, District of Columbia, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, Virginia, & West Virginia

**Office of Law Enforcement:**

70 E. Sunrise Highway, Suite 419

Valley Stream. NY 11580

(516) 825-3950

Fax: (516) 825-3597

Email: [permitsR5LE@fws.gov](mailto:permitsR5LE@fws.gov)

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### **Wildlife Inspector-Champlain, NY:**

Mailing address:

Wildlife Inspector Office

P.O. BOX 519

CHAMPLAIN, NEW YORK 12919-4440

(518) 298-4825

FAX: 518 298-4708

Location:

232 West Service Road

Champlain, NY 12919-4440

### **Special Agent- Albany,**

Mailing address:

Special Agent Office

P.O. BOX 707

Albany, NY 12207-2380

(518) 431-4341

Fax: (518) 462-2271

Location:

Leo W. O'Brien Federal Building

1 Clinton Square, Room 808

Albany, NY 12207-2380

<http://www.co.washington.ny.us>