

**Carol Dimond**  
Deputy Supervisor  
P.O. Box 155  
Piercefield, NY 12973

**PAIGE PHILLIPS**  
Town Clerk  
P.O. Box 177  
Piercefield, NY 12973



48 Waller Street  
Piercefield, NY 12973  
Phone (518) 359-7544 Fax (518) 359-9409  
TDD 800 662-1220  
Email: prcfd177@gmail.com

**JAY RUST**  
Supt. of Highways  
P.O. Box 160  
Piercefield, NY 12973

**JAMES SNYDER**  
**NICK SNYDER**  
Assessor, Code Enforcement  
P.O. Box 177  
Piercefield, NY 12973

**Meeting Summary:**

**Date:** Thursday September 18, 2025

**Time:** 12:45pm-1:35pm

**Location:** Piercefield Town Meeting Hall

**Present:** Carol Dimond, Deputy Supervisor, Town of Piercefield

Nick Snyder, Code Enforcement Officer, Town of Piercefield

Today's meeting with Nick was requested by me to follow-up regarding concerns about the building permit application and process.

The building permit application is available online at the Town of Piercefield website (Official business to Town Departments to CEO Documents to Building Permit Application), or a copy can be obtained at the town office during the town clerk's hours. A copy is attached with this summary. The *tax map number* is needed on the form and often gets overlooked. On the school tax bill, the *tax map number* is clearly defined, and on the local tax bill it is the town number followed by the specific tax I.D. number.

The fee schedule is attached to the application and is based on the cost of the project.

The application may be completed by the homeowner or the contractor. Contractors are often very experienced with completing this application, and know that precise drawings with measurements must be submitted with the site plan.

The contractor must have liability insurance and be competent to do the project work. Contractors must have liability insurance and if there are other employees at the work site, workman's compensation insurance is also necessary. The correct form from the insurance agency, i.e., liability, workman's compensation policy holder forms, must be submitted.

Nick will work with residents by phone or in person to help them properly complete the application. The best time to reach him is on Thursday afternoons, but if a resident sends an email or leaves a phone message at another time, Nick will get back to them. Once residents

have their application completed, they can contact Nick and set up the on-site visit. This is a scheduled, mutually agreed upon appointment.

Some projects, once permitted, may need as many as ten inspections, as they move forward, and Nick works around the project schedule, i.e., from pouring concrete foundations to framing and insulation.

Nick follows the regulations of New York State, enacted for the safety and protection of its' citizens. Permits are often necessary, and Nick will question contractors and homeowners if he sees work being done on a property where a needed permit has not been obtained. Please reach out to Nick to determine whether a project needs a permit. Permitting may seem to be a difficult process, but Nick will work with you to make your project move forward.

Respectfully submitted,

Carol Dimond