

TOWN OF LOWVILLE
Code Enforcement Department
5533 Bostwick Street, Lowville, New York 13367
(315) 376-8070 ext 231 FAX 315-376-3099 Cell (315) 681-8689

RESIDENTIAL BUILDING PERMIT APPLICATION

Dear Applicant:

Attached is a Town of Lowville Building Permit Application and Fee Schedule. This application is for use only in the Town of Lowville. The permit applied for with this form applies only to the Building Codes of New York State and has no bearing on the other local, State, or Federal regulations, such as zoning or floodplain ordinance, etc.

The permit fee must be submitted to the Town of Lowville Building Codes Office with the completed application. Please make all checks payable to the Town of Lowville Clerk and mail to the Town of Lowville Building Codes Department, 5533 Bostwick Street, Lowville, New York 13367.

This application **must be completely filled in by ink or typewriter** and submitted to the Town of Lowville Code Enforcement Office with required fees.

This application must be accompanied by two sets of plans and specifications describing the nature of the work to be performed, the materials and equipment to be used and installed, and detailed structural, mechanical, electrical, and plumbing installation. Plans and specifications shall be in accordance with the State Education Law, Sections 7307 and 7209. **This law requires that the seal and signature of a licensed architect or professional engineer be affixed to all plans submitted, except for farm buildings, residential buildings of under 1,500 gross square feet, or to alterations costing under twenty thousand dollars.**

THE WORK COVERED BY THIS APPLICATION MAY NOT BE COMMENCED BEFORE THE ISSUANCE OF A BUILDING PERMIT.

Upon approval of the application, the Town Code of Lowville Enforcement Officer will issue a building permit to the applicant together with approved, duplicate set of plans and specifications. Such permit and approved plans and specifications shall be kept on the premises available for inspection throughout the progress of the work.

NO BUILDING SHALL BE OCCUPIED OR USED IN WHOLE OR IN PART FOR ANY PURPOSE WHATEVER UNTIL AN APPLICATION IS MADE FOR, AND CERTIFICATE OF OCCUPANCY SHALL HAVE BEEN GRANTED BY THE TOWN OF LOWVILLE CODE ENFORCEMENT OFFICE.

NOTE: If any item does not apply, write N/A (please do not leave it blank)

The approved permit and all correspondence will be mailed to the owner at the address indicated on the application.

It is the responsibility of the owner to see that the Town of Lowville Code Enforcement Officer is notified at least 24 hours before the project will be ready for the next inspection.

If you have any questions, please contact the Town of Lowville Code Enforcement Office at (315) 376-8070 extension 231 or (315) 681-8689 cell.

Sincerely,

Joseph Pfeiffer, Jr.
Code Enforcement Officer

TOWN OF LOWVILLE
Code Enforcement Department
5533 Bostwick Street, Lowville, New York 13367
(315) 376-8070 ext 231 FAX 315-376-3099 Cell (315) 681-8689

Residential Building Permit Application

Date _____ Application Fee \$ _____ Permit Number _____

Tax Map Number Section _____ Block _____ Lot _____

Construction Start Up Date _____

(Circle) whether applicant is: OWNER, LESSEE, AGENT, ARCHITECT, ENGINEER, OR BUILDER

Applicant's Name _____ **Phone** _____

Mailing address _____

Property Owner's Name _____ **Phone** _____
(If other than Applicant)

Mailing address _____

Contractor Name _____ **Phone** _____

Mailing address _____

Project Location-Give directions _____
(Street/Road name, number, side of street/road, distance from nearest cross road)

(911 address) _____ **Architect / Engineer** _____

Description of Project New Construction Addition Alterations

Give a brief description of all proposed work: _____

Total Square Footage of New Building/Structure _____ Length X Width _____

Existing Structure Square Footage _____ Total Square Footage of Addition _____ Length X Width _____

Number of Stories _____ Story Height _____ Number of Rooms _____ Number of Bedrooms _____

Number of Toilet Rooms _____ Square Footage of Garage _____ Basement Type () Full () Partial () Crawl () Slab

Type of Heat _____ Fuel Type _____ Septic System () Yes () No Pressurized Water Supply () Yes () No

Lot Size Road Frontage _____ Rear Width _____ Depth _____ Total Acres _____

Is the project site in a Flood Zone (Yes or No)

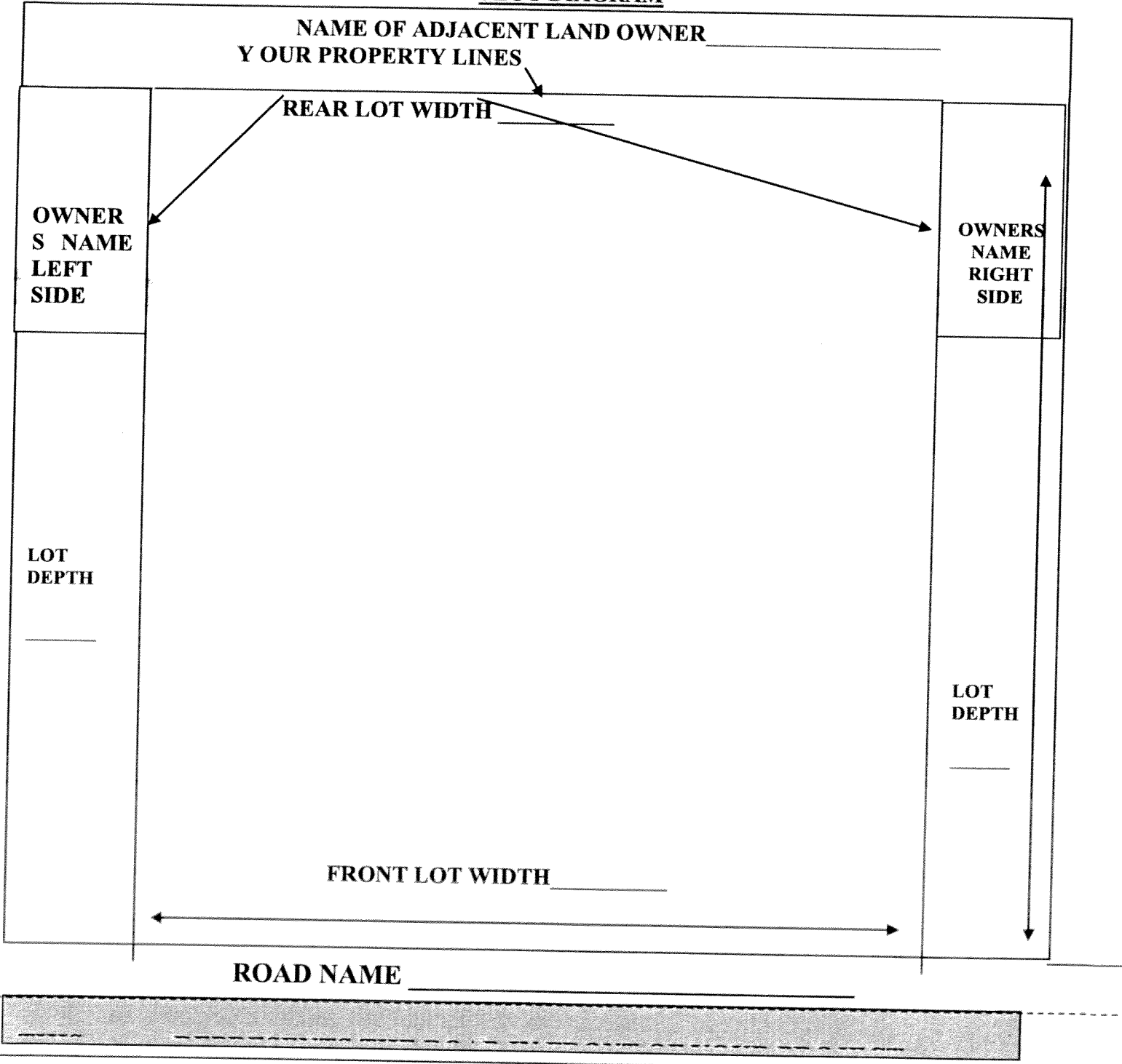
Is the project site in a Wetland (Yes or No) **Value of Work (materials & labor) - \$** _____

To apply for a Building Permit, you **MUST** provide this Application completely filled out, a check payable to the Town of Lowville for the application fee, One (1) copy of a Plot Plan, Two (2) copies of a Building Plan, and / or Floor Plan.

Use the space below or attach a separate sheet to show the location of the proposed building(s) in relation to all roads public or private, distance proposed building is from all bodies of water, the location of all wells and septic systems, existing and proposed, the distance between buildings and give the road name as well as the names of all adjacent landowners. Also show the lot width and depth, and show the distance of proposed building(s) to all property lines.

NOTE: GIVE THE DISTANCE OF ALL WELL AND SEPTIC SYSTEMS ON NEIGHBORING PROPERTIES TO YOUR PROPOSED WELL/SEPTIC IF CLOSER THAN 150FT.

PLOT DIAGRAM



This project WILL/WILL NOT comply with Town of Lowville Zoning Regulations

Signature of Zoning Official _____

Date _____

Affidavit of Exemption to Show Specific Proof of Workers' Compensation Insurance Coverage for a 1, 2, 3, or 4 Family, Owner-occupied Residence.

****This form cannot be used to waive the workers' compensation rights or obligation of any party.****

Under penalty of perjury, I certify that I am the owner of the 1, 2, 3, or 4 family, **owner-occupied** residence (including condominiums) listed on that building permit that I am applying for, and I am not required to show specific proof of workers' compensation insurance coverage for such residence because (please check the appropriate box):

- I am performing all the work for which the building permit was issued.
- I am not hiring, paying, or compensating in any way for the individual(s) that is(are) performing all the work for which the building permit was issued or helping me perform such work.
- I have a homeowners' insurance policy that is currently in effect and covers the property listed on the attached building permit AND am hiring or paying individuals a total of less than forty (40) hours per week (aggregate hours for all paid individuals on the jobsite) for which the building permit was issued.

I also agree to either:

- acquire appropriate workers' compensation coverage and provide appropriate proof of that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit if I need to hire or pay individuals a total of forty (40) hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on the building permit, or if appropriate, file a WC/Db-100 exemption form; OR
- have the general contractor, performing the work on the 1, 2, 3, or 4 family, **owner-occupied** residence (including condominiums) listed on the building permit that I am applying for, provide appropriate proof of workers' compensation coverage or proof of exemption from that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit if the project takes a total of forty (40) hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on the building permit.

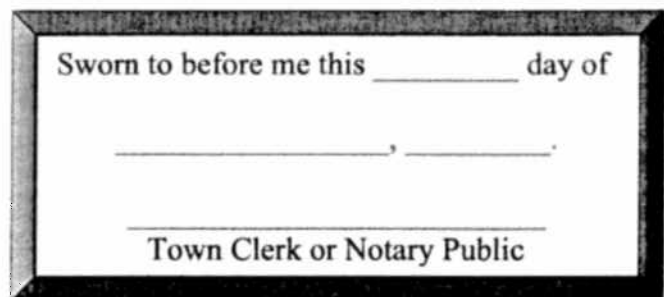
(Signature of Homeowner)

(Date Signed)

Home Telephone Number: _____

(Homeowner's Name Printed)

Property Address that requires the building permit:



Once notarized, this Form BP-1 serves as an exemption for both workers' compensation and disability benefits insurance coverage.

We are not able to issue a Building Permit without **proof of compliance with Section 57 of Worker's Compensation Law.**

Acceptable Proof includes:

1. a) an **Affadavit of Exemption (BP-1)** if the owner of a 1,2,3, or 4 Family Owner-Occupied residence is doing the work themselves; **OR**
2. b) a **CE-200 Certificate of Attestation of Exemption** if your contractor has no employees or is a partnership; http://www.wcb.ny.gov/content/ebiz/wc_db_exemptions/requestExemptionOverview.jsp **OR**
3. c) a **Certificate of Workers' Compensation Insurance (C105.2 or U26.3)** AND a **Certificate of Disability Benefits Compensation Insurance (DB120.1)**

Workers' Compensation & Disability Benefits Certificates.

Please note that in the past, contractors have left their Certificates "on file" in our office. This is no longer feasible. We are not able to track a Contractor's Insurance Certificates in our records software. ***New Certificates MUST be presented for EACH job.***

**STATEMENT OF WORKERS' COMPENSATION
(CONTRACTOR)**

As the contractor of record for this permit application, I understand that I am responsible for proof of Workers' Compensation or proof of Exemption from Workers' Compensation. I agree I will provide proof of Workers' Compensation or proof of Exemption with this application, to the Town of Leyden Building Codes Office. I understand that the proof will be filed for a period of one (1) year.

Signature of Contractor

Date Signed

Contractors Name Printed

**STATEMENT OF ENVIRONMENTAL CONCERN
(HOMEOWNER)**

This Statement confirms that I have read and been made aware that the **New York State Department of Environmental Conservation** requires a State Pollution Discharge Elimination System Permit (S.P.D.E.S.) for disturbance of property greater than one (1) acre; this is to include the driveways, location of house and all outbuildings and pools.

For more information, you are strongly urged to contact the D.E.C Bureau of Water Permits at (518) 402-8111 or online at www.dec.ny.gov

State imposed fines for a violation of this law can be a substantial \$37,500 per day. If in doubt, call New York State Department of Environmental Conservation.

Signature of Homeowner

Date Signed

Homeowners Name Printed

Building Details

1. Soil Type – (circle one) Sand, Gravel, Clay, Bedrock
2. Type of Foundation – (circle one) Poured Concrete, Insulated Concrete Forms, Concrete Block, Frost Protected Shallow, Permanent Wood

- a) Wall thickness _____ Height _____ Reinforcement _____
- b) Size of Footing (Width & Thickness) _____ Reinforcement _____
- c) Depth below Finished Grade (to bottom of footer) _____
- d) Additional Foundation Details (Describe) _____

Typical Foundation Requirements

- Anchor Bolts ½ dia. “ELL” or “J”, 7” min embedment, 12” max from plank ends, 6’ max center to center spacing.
- Continuous Footing Drain to Daylight or Drywell
- Foundation waterproofing is required
- Foam insulation on the interior must be covered with minimum ½” Gypsum wallboard.

3. Floor Framing

- a) floor joist (Size, Spacing, Span) _____
- b) 2nd floor joist (Size, Spacing, Span) _____
- c) Sub flooring (type and size) _____
- d) Carrier beam (type and size) LVL _____ Solid Sawn _____ Steel _____

Typical Details

- Joist hangers or 1.5 inch ledger may be required
- Bridging may be Required - 1 continuous row at mid span of joist
- Floor posts – 3 inch diameter min.
- Adjustable “Lally Columns” **are not** acceptable.

4. Wall Framing

- a) Exterior (circle one) Wood, Steel Size and Spacing _____
- b) Interior (circle one) Wood, Steel Size and Spacing _____
- c) Sheathing (Type and Thickness) _____ Wall Bracing _____
- d) Window/Door Headers (Size and Span) _____
- e) Exterior Siding _____

5. Roof Framing – (circle one) Rafters, Manufactured Trusses

- a) Size and Spacing _____ b) Roof Pitch _____
- c) Ridge board used (size) _____ d) Structural Ridge _____
- e) Sheathing Used (Type and Thickness) _____

Typical Details

- Engineered Products must be installed as/per manufacturers instructions.
- Rafters may require engineered design.
- Hurricane Clips may be required.

6. **Roof Covering**

a) Underlayment _____ b) Cover materials _____

Typical Details

- Ice and Water Shield shall extend from eaves to min 24" inside the exterior wall line.
- Ice and Water Shield may be required in valleys.

7. **Windows and Doors** – Please provide locations and sizes on the Floor Plan

Door sizes, how many (Main entry door minimum 36" wide X 6'8")

a) Main entry _____ b) others _____

➤ **Hazardous locations. The following shall be considered specific hazardous locations for the purposes of glazing:**

- a) Glazing in swinging doors except jalousies.
- b) Glazing in fixed and sliding panels of sliding door assemblies and panels in sliding and bifold closet door assemblies.
- c) Glazing in storm doors.
- d) Glazing in all unframed swinging doors.
- e) Glazing in doors and enclosures for hot tubs, whirlpools, saunas, steam rooms, bathtubs and showers. Glazing in any part of a building wall enclosing these compartments where the bottom exposed edge of the glazing is less than 60 inches measured vertically above any standing or walking surface.
- f) Glazing, in an individual fixed or operable panel adjacent to a door where the nearest vertical edge is within a 24-inch arc of the door in a closed position and whose bottom edge is less than 60 inches above the floor or walking surface.

➤ **Glazing in an individual fixed or operable panel, other than those locations described in Items e and f above, that meets all of the following conditions:**

- A) Exposed area of an individual pane greater than 9 square feet.
- B) Bottom edge less than 18 inches above the floor.
- C) Top edge greater than 36 inches above the floor.
- D) One or more walking surfaces within 36 inches horizontally of the glazing.

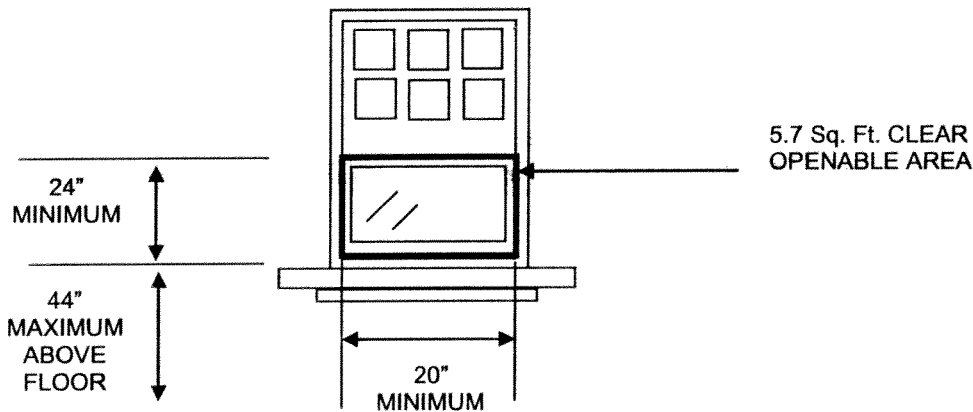
➤ **All glazing in railings regardless of an area or height above a walking surface. Included are structural baluster panels and nonstructural in-fill panels.**

- 1) Glazing in walls and fences enclosing indoor and outdoor swimming pools, hot tubs and spas where the bottom edge of the glazing is less than 60 inches above a walking surface and within 60 inches horizontally of the water's edge. This shall apply to single glazing and all panes in multiple glazing.
- 2) Glazing adjacent to stairways, landings and ramps within 36 inches horizontally of a walking surface when the exposed surface of the glass is less than 60 inches above the plane of the adjacent walking surface.
- 3) Glazing adjacent to stairways within 60 inches horizontally of the bottom tread of a stairway in any direction when the exposed surface of the glass is less than 60 inches above the nose of the tread.

Emergency Escape and Rescue Openings

- Basements with habitable space and every sleeping room shall be provided with one operable window or exterior door meeting the following opening requirements:
- The net clear openable area shall be no less than 5.7 square feet.
- **Exception: Grade floor openings shall have a minimum net clear opening of 5 square feet**
- The net clear openable height dimension shall be a minimum of 24 inches. The net clear openable width dimension shall be a minimum of 20 inches. (using both minimum figures will not obtain the required 5.7 square feet.)
- The finished sill height shall not be more than 44 inches above the floor.

Example of Clear Opening Dimensions



8. Thermal Insulation – must meet the following requirements

Simplified Prescriptive Method (Residential Only)

Climate Zone	Fenestration U-Value	Ceiling R-Value	Wood Frame Wall R-Value	Floor R-Value	Basement Wall R-Value	Slab R-Value & depth	Crawl Space Wall R-Value
6 Option 1	0.32	49	20 + 5 or 13 + 10	30	15/19	15, 4 ft	15/19
6 Option 2	0.28	49	25 cavity	30	15/20	15, 4 ft	15/20

Computer Method

Res. Check <http://www.energycodes.gov> (download New York Version Only)

If you chose to use the computer method to determine your insulation requirements, you must attach a completed REScheck document to your application.

Typical Energy Code Requirements –

- Frame walls, floors and ceilings not ventilated to allow moisture to escape, shall be provided with an approved vapor retarder. The vapor retarder shall be installed on the warm-in-winter side of the thermal insulation, and fastened to the narrow face of the framing.
- Where the construction technique allows the required R-value of ceiling insulation to be obtained over the wall top plate, R-38 shall be permitted to be used where R-49 is required.

- All New Dwellings are required to be blower door tested for air tightness.
- Blower Door Testing is required, max 3 air changes/hr @ 50 Pascals.
- Heating Systems require design in accordance with ACCA Manual "J".

9. **Stairways – (Interior and Exterior)**

- 36" minimum width
- 6'-8" minimum headroom (as measured from the plane of the tread nosing)
- Stair nosings are required: 3/4" min. 1 1/4" max.

Rails and Guards are required:

- Raised floor surfaces 30" or more above grade or adjacent floor surfaces, Required Guards 36" min. height.
- Open stair rails are required 34" min. 38" max. (as measured from the plane of the stair nosing)
- Spaces between vertical and/or horizontal members shall not be large enough to allow a 4" sphere to pass through.
- Handrails shall be graspable and continuous along one side of all stairways.

10. **Electrical Information (check all that apply) (All new electrical installations require 3rd party inspection)**

Size of electrical entrance: Existing _____ New _____ Amps _____ sub-panel _____

Amps _____ Installing additional outlets _____ Installing additional lights _____

Changing Electrical Entrance _____ Rewiring structure (whole or in part) _____

Smoke Detector - Electric & Battery Backup required (one per bedroom, one outside each bedroom in the immediate vicinity, one per floor all hard wired & interconnected)

Carbon Monoxide Detector – Shall be installed

(1) Within each dwelling unit or sleeping unit, on each story having a sleeping area.

(2) Within each dwelling unit or sleeping unit, on each story where a carbon monoxide source is located.

11. **Septic System Required (Separate permit required for septic system or leach fields)**

a) new _____ existing _____ Type of system _____ # of bedrooms _____

b) Septic Permit # _____ Date _____ # of additional bedrooms _____

12. **Water Supply (check)** New _____ Existing _____ Public _____ Spring _____ Drilled Well _____

13. **Heating System (check all that apply)** Oil _____ Gas _____ Solid Fuel _____
Hot Water _____ Hot Air _____

THIS PERMIT COVERS ONLY THE WORK DESCRIBED IN THIS APPLICATION.

- (A) The applicant shall notify the Code Enforcement Office of any changes in the information contained in the application during the period for which the permit is in effect. A permit will be issued when the application has been determined to be complete and when the proposed work is determined to conform to the requirements of the Uniform Code. The authority conferred by such permit may be limited by condition, if any, contained therein.
- (B) **A BUILDING PERMIT ISSUED PURSUANT TO THIS PART SHALL BE PROMINENTLY DISPLAYED ON THE PROPERTY OR PREMISES TO WHICH IT PERTAINS. IF THE PERMIT ISN'T DISPLAYED SO IT CAN BE SEEN FROM THE ROAD, THE PERMIT MAY BE REVOKED AND A NEW PERMIT WILL HAVE TO BE APPLIED FOR.**
- (D) A building permit issued pursuant to this Part may be suspended or revoked if it is determined that the work to which it pertains is not proceeding in conformance with approved plans, the Uniform Code, or with any condition attached to such permit, or if there has been a misrepresentation or falsification of a material fact in connection with the application for the permit.
- (E) A building permit issued pursuant to this Part shall expire three years from the date of issuance or upon the issuance of a certificate of occupancy (other than a temporary certificate of occupancy), whichever occurs first. A permit for a pool or demolition will expire one year from date of issuance.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

Signature of Applicant or Authorized Agent _____ Date _____

I, the undersigned, Code Enforcement Officer of the Town of Lowville, hereby (approve) (deny) the within application for a building permit.

Date _____ Code Enforcement Officer _____

ALL CONSTRUCTION SHALL CONFORM TO ALL TOWN AND LOCAL ZONING AND SANITARY CODES AND THE CODES OF NEW YORK STATE
Building Code of New York State, Plumbing Code of New York State, Fire Code of New York State
Energy Conservation Construction Code of New York State
Property Maintenance Code of New York State
Fuel Gas Code of New York State - Residential Code of New York State
Mechanical Code of New York State



Town of Lowville

5533 Bostwick Street ~ Lowville, New York 13367

(315) 376-8070 ext 233

Town of Lowville Planning, Zoning, Fire Prevention and Building Code Fee Schedule

Effective August 1, 2019

Plan Review ~ * See permit application(s) for plan requirements

*Plan Review up to \$50 permit fee	\$50.00
*Plan Review Residential New Construction/Alteration	\$100.00
*Plan Review Multiple Dwelling/Hotels/Motels New Construction/Alteration	\$150.00
*Plan Review Non-Residential	\$200.00

Work Commenced Without Permit

50% Increase in Permit Fee Plus	\$150.00
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Split Permit: Base Fee Plus	\$50.00 per segment
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For new construction of one or two-family house, residential additions and/or attached garage

Up to 200 square feet of floor area	\$50.00
Over 200 square feet	\$50.00 base + 16¢ per sq. ft.

Residential detached garage, storage buildings, decks and additions to these structures only	\$50.00
Over 200 square feet	\$50.00 base + 12¢ per sq. ft.

Manufactured Housing	\$150.00
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Residential Alterations

Up to \$5,000.00	\$50.00
For each \$1,000 over the first \$5,000	\$3.00

For Multiple Dwelling/Hotels/Motels:

Up to three (3) Dwelling Units	\$150.00 base fee + 18¢ per sq. ft.
Additional Units	\$75.00

Non-Residential Buildings and Structures

Structures, additions up to \$100,000.00 in value	\$150.00 base fee + 18¢ per sq. ft.
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Non-Residential Buildings and Structures, additions over \$100,000.00

\$100,001.00 to \$5,000,000.00	\$300.00 for first \$100,000.00 + \$3.00 for each additional \$1,000.00
Over \$5,000,001.00	\$12,000.00 for first \$5,000,000.00 + \$3.00 for each additional \$1,000.00

Non-Residential Alterations

Up to \$5,000.00	\$60.00
For each \$1,000.00 over the first \$5,000.00	\$4.00

Building Permit Renewal	\$50.00
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Furnace and Boiler	\$50.00
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Solid Fuel Burning Device/Chimney	\$50.00
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Demolition Permit	\$50.00
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Swimming Pool

Above Ground Pool	\$50.00
Above Ground Pool with Deck	\$100.00
In-Ground Pool	\$150.00

Septic System

Septic System & Septic Alteration	\$100.00*
* Includes Plan Review Fee	

Floodplain Permit

\$150.00 plus fees*

* Includes \$50 Plan Review Fee

Inspections

Day Care/Foster Home	\$75.00
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School Inspections

Private schools, storage, office and bus garages	\$110.00
Public Schools and Student Occupied Buildings	\$160.00

Occupancy Permit

If a permit is in effect	No Fee
If there is No permit in effect	\$75.00
The first and second temporary certificate of occupancy compliance, each	\$15.00
The third temporary certificate of occupancy/compliance	\$50.00

Operating Permit

Inspection required for issuance of an Operating Permit	\$30.00 per hour
Re-Inspection Fee – If the original inspection fails and another inspection needs to be performed	\$30.00

Planning and Zoning Applications

Zoning Permit	\$100.00
For buildings or structures that do not require a building permit but are covered under zoning requirements	

Sign Permit	\$100.00
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Planning Board Applications – Site Plan Review or Special Use Permit	\$150.00 Plus Fees*
*See Chapter 230 and/or 250-110	

Subdivision Fees

Minor Subdivision 2 to 4 Lots	\$100.00 Plus Fees*
*See Chapter 230 and /or 240-6	
Major Subdivision	\$150.00 Preliminary
Plus \$25.00 per lot and \$50.00 for Final Review Plus Fees*	*See Chapter 230 and /or 240-6

Zoning Board of Appeals Applications	\$200.00
Special Meeting for Planning or Zoning Board	\$225.00
Applications Requiring Stormwater Management and Erosion Control Review Per Chapter 198	\$200.00

Town Board

Application For A Zone Change	\$50.00 Plus Fees*
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As required by NYS Worker's Compensation Law, the Code Enforcement Office is required to obtain proof of worker's compensation or an exemption from all contractors working on your project. We may have them on file, however to ensure your application/permit is not delayed for lack of proof, we request that you supply us with a list of contractors you're planning to use. You will be notified if we do not have proof of compensation on file for your contractor.

General Contractor

Name: _____ Phone: _____

Address: _____

Proof of Comp _____

Masonry

Name: _____ Phone: _____

Address: _____

Proof of Comp _____

Excavation

Name: _____ Phone: _____

Address: _____

Proof of Comp _____

Builder/Framer

Name: _____ Phone: _____

Address: _____

Proof of Comp _____

Plumbing

Name: _____

Phone: _____

Address: _____

Proof of Comp _____

Heating

Name: _____

Phone: _____

Address: _____

Proof of Comp _____

Electrical

Name: _____

Phone: _____

Address: _____

Proof of Comp _____

Insulation

Name: _____

Phone: _____

Address: _____

Proof of Comp _____

Pool

Name: _____

Phone: _____

Address: _____

Proof of Comp _____