



TOWN OF ULYSSES
10 Elm Street, Trumansburg, NY 14886
ulysses.ny.us

Town Supervisor (607) 387-5767, Ext 232 supervisor@ulysses.ny.us
Town Clerk (607) 387-5767, Ext 221 clerk@ulysses.ny.us

BUILDING PERMIT APPLICATION – Information
Updated 7/12/18

GENERAL: It is advisable to discuss all requirements with the Code Enforcement Officer and to refer to the Town of Ulysses Zoning Ordinance, which may be obtained at the Town Hall or online at <http://www.ecode360.com/28859962>.

AN APPLICATION FOR A BUILDING PERMIT SHOULD BE MADE WELL IN ADVANCE.

BUILDING PERMITS: For an accessory building, single, or two-family residence, a permit can be issued in a short time, usually two to seven days. Commercial and multi-family permits may take two full working weeks. Application for a new house or commercial project should be accompanied by a complete set of plans that are stamped by a licensed New York State architect or engineer. Accessory buildings, residential additions, and remodeling may not require stamped plans. Accessory buildings under 120 square feet do not require a building permit, but must meet the requirements of the Ulysses Zoning Ordinance. All new structures or additions require a plot plan. Site Plan Review may be required—see page 3 for more information.

IT IS THE RESPONSIBILITY OF THE PROPERTY OWNER/BUILDER TO REQUEST AN INSPECTION AT THE PROPER TIME.

INSPECTION SCHEDULE: Progress of work shall include inspections at a minimum of the following intervals:

1. Site inspection prior to excavation.
2. Footing inspection prior to placing concrete.
3. Framing and plumbing inspection prior to sheet rock.
4. Electrical inspection prior to sheet rock and insulation
5. Final inspection when all construction is complete.

Additional inspections may be made at various stages of construction, if and when deemed necessary.

A CERTIFICATE OF COMPLIANCE SHOULD BE ISSUED BEFORE A BUILDING MAY BE USED OR OCCUPIED.

Work must be completed within one year from permit date, unless an extension is granted by the Code Enforcement Officer

APPLICATIONS CANNOT BE PROCESSED UNLESS COMPLETE

QUESTIONS? Contact:

Tom Myers, Code/Fire Enforcement Officer
Hours: Tuesday & Thursday, 8:30 a.m. -5:30 p.m.; Fridays 1-5 p.m.
E-mail: code@ulysses.ny.us
Phone: 607-387-9778, ext. 231

ELECTRICAL INSPECTORS:

NYS Board of Fire Underwriters
P.O. Box 322, Ithaca, NY. 14851
(845) 569-1759

Commonwealth Electrical Inspectors
(585) 624-2380

Atlantic-Inland, Inc.
(607) 753-7118

BUILDING PERMIT APPLICATION- Instructions

1. FILL IN ALL APPLICABLE SPACES.
2. Attach clear directions to the work site.
3. Detailed plans for construction, additions, extensions, and renovations must be attached (see first page).
4. All building permit applications require either N.Y.S. Workers Compensation form or form CE-200 (Certificate of Attestation of Exemption).
5. Include a copy of Sewage Permit from Tompkins County Health Department with application.
6. See "Fee Schedule" on application. Make check payable to "Town of Ulysses".
7. Storage buildings under 144 square feet must meet required zoning setbacks.
8. ON SITE stakes should be placed in ground indicating location of proposed construction.
9. N.Y. Board of Fire Underwriters must inspect all electrical work.

**FEEES
Building/Land Use**

A fee must accompany Building/Land Use applications according to the following table:

1 & 2 Family Residences, includes finished basements	\$.30/sq. ft. or \$3/thousand, whichever is greater
Accessory Building – separate from a main building	\$55 + \$3 per \$1000
Accessory Building – attached to 1 & 2 family residences	\$0.15/sq. ft.
Multiple dwelling/Multi-residential	\$225 + \$3 per \$1000
Commercial buildings, bridges, tanks and towers	\$425 + \$4 per \$1000
Alterations, renovations, additions, pools	\$75 + \$3 per \$1000
Residential solar, wind or alt. energy permit	\$75.00
Commercial solar, wind or alt. energy permit	\$75 + \$3 per \$1000
Building Permit Renewal	Half of existing building permit fee
Sign permit	\$50.00
Woodstove or heating unit	\$50.00
Demolition	\$2 per \$1000(\$65 min)
Application for variance	\$75.00
Site Plan Review (residential)	\$100 + costs
Site Plan Review (commercial)	\$200 + costs

1. No application may be processed until the fee has been received.
2. Any work started without a valid Building Permit will be subjected to the doubling of any fees.
3. All land use activities as defined in the Zoning Ordinance within the Town requiring a permit of any kind, including occupancy classification changes as per New York State Building Code, 701.1 shall require site plan review and approval before being undertaken, except the following:
 1. Construction and repairs/alterations of one or two-family dwellings and their ordinary accessory structures, and related land use activities.
 2. Ordinary repair or maintenance or interior alterations to existing structures.
 3. Changes in existing uses that do not affect site appearance, drainage, noise level, parking, traffic, or the nature and character of the enterprise conducted therein.
 4. Farms as defined in the NY Ag. and Markets Law article 25AA, and related farm structures used solely for farming purposes. (Farm structures converted to other commercial uses are subject to site plan review, subject to Ag and Markets Law section 305-a).
 5. The sale of agricultural produce and temporary structures related to sale of agricultural produce. Temporary shall be defined as "in operation for less than six months per calendar year.

In all cases where this local law shall apply, the review and approval of the proposed action is the responsibility of the Planning Board, with the administrative assistance of the Zoning Officer.

**TOWN OF ULYSSES
APPLICATION FOR BUILDING PERMIT**

Office Use Only

Permit Fee_____

Permit #_____

Check #_____

Application is hereby made to (build, extend, convert, install) a structure, or to use land at:

Owner:_____

Property Address: _____

Tax map # _____

Phone: work_____ home_____

Email: _____

Description of Work:_____

Cost:_____

Builder: _____ Phone: _____

Address: _____

Email: _____

ATTACH PLOT PLAN (Required for all applications) A plot plan is a tax map or survey with the location of house/building shown. Without a detailed plot plan a new house number cannot be issued.

ALL BUILDING PERMITS REQUIRE:

- **Tompkins County Health Department:** Approval of septic system and/or well.
- **Proper highway department:** Culverts/driveway permits
- **N.Y. Board of Fire Underwriters:** Electrical Permit
- **Workers Compensation Board:** NYS workers compensation certificate or CE-200

Structure(s) will be as follows:

Accessory building or structure Yes____ No____

Principle building or structure Yes____ No____

Type of construction_____ Total # rooms_____

Number of stories_____ Total # bedrooms_____

Number of family units_____

Square feet of floor area: Finished Basement _____

Unfinished Basement_____

NEW HOUSES ONLY

First floor_____

Second Floor_____

Over second floor _____

Attached accessory _____

TOTAL _____

I hereby certify that the structure for which this Permit (will be) (has been) issued (will be) (has been) built according to the latest standards for the 2015 International Building Code and associated documents and updates.

Date: _____ Signature:_____

It is hereby certified that the proposed project conforms with all the applicable provisions of the Town of Ulysses Zoning Law.

Date Approved: _____ Approved by (Zoning Officer):_____

Required Inspections

of the following elements of the construction process, where applicable:

<u>Date/Inspected By</u>	<u>Item Inspected</u>
_____	Work site prior to the issuance of a permit
_____	Footing and foundation
_____	Drainage
_____	Preparation for concrete slab
_____	Framing
_____	Building systems, including underground and rough-in
_____	Insulation
_____	Plumbing
_____	Fire resistant construction
_____	Fire resistant penetrations
_____	Solid fuel burning heating appliances, chimneys, flues or gas vents
_____	Energy code compliance
_____	Sprinklers
_____	A final inspection after all work authorized by the building permit has been completed
_____	Other inspection: _____
_____	Other inspection: _____

After inspection, the work or a portion thereof shall be noted as satisfactory as completed, or the permit holder shall be notified as to where the work fails to comply with the Uniform Code. Construction work not in compliance with code provisions shall be required to remain exposed until it has been brought into compliance with the code, been re-inspected, and been found satisfactory as completed.