

**TOWN OF ULYSSES**  
**BUILDING PERMIT APPLICATION - Instructions**

Office: 10 Elm Street  
Hours: 3:00 pm – 5:00 pm, Monday –Thursday and 9am – noon Saturday  
Telephone: 387-9778

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 office or online at <http://ulysses.ny.us/pdf/zoning-law-2007.pdf>.

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 certified plans. Accessory buildings under 144 sq. ft. do not require a building permit, but must meet the requirements of the Ulysses Zoning Ordinance. All new structures or additions require a site 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:  
CODE ENFORCEMENT OFFICER  
Alex Rachun – 387-9778  
Hours: 3:00 pm – 5:00 pm, Monday –Thursday  
9am – noon Saturday

ELECTRICAL INSPECTORS  
Atlantic-Inland, Inc.

Charles Bruner  
P.O. Box 322, Ithaca, NY. 14851  
Calling hours: 7:30-8:30am, Monday – Friday  
(607) 539-6231

Ken Manzari  
(315) 497-0672

**BUILDING PERMIT APPLICATION  
HELPFUL HINTS TO SPEED PROCESSING TIME**

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 proof of insurance, either contractor statement or N.Y.S. Workers compensation Form (available from the Code Enforcement Office).
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 (applications available at the Code Enforcement Office).

**FEES**  
**Building/Land Use**

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

For a one-family or two-family house:

Over 1,000 sq. ft., and up to 2,000 sq. ft. ....	\$325.00
Over 2,000 sq. ft., and up to 3,000 sq. ft. ....	\$425.00
Over 3,000 sq. ft. of floor area.....	\$525.00

Floor area shall not include cellar and uninhabitable attic, but shall include garage or carport.

Floor area shall be based upon outside dimensions of the building, all floors to be calculated.

For accessory building only: \$55.00 plus \$3.00 per thousand est. costs.

For multiple dwelling occupancy: \$225.00 plus \$3.00 per thousand est. costs.

For commercial buildings, bridges, tanks, and towers: \$425.00 plus \$4.00 per thousand est. costs.

Repairs, additions, or alterations: \$55.00 plus \$3.00 per thousand est. costs.

For demolition: \$2.00 per thousand est. cost, with minimum of \$65.00.

For change in Category of Use of Building: \$75.00

Application for variance: \$75.00

Solid Fuel: \$55.00

Swimming pool: \$55.00

2. No application may be processed until the fee has been received.

3. SITE PLAN REVIEW FEE \$75.00 non-refundable and 1% of the estimated project cost to be held in escrow to cover reasonable consulting expenses incurred by the Town. The balance of 1% not used will be refunded within 60 days of the completion of the site plan review process. The Planning Board can waive this 1% fee.

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
PROGRESS OF WORK
Checked on:
Footers _____
Framing _____
Completion _____

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

Owner/Address: \_\_\_\_\_ Tax map # \_\_\_\_\_

\_\_\_\_\_

Phone: work \_\_\_\_\_ home \_\_\_\_\_

Use: \_\_\_\_\_

Cost: \_\_\_\_\_ Completed on or by: \_\_\_\_\_

Builder: \_\_\_\_\_ Phone: \_\_\_\_\_

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

\_\_\_\_\_

ATTACH PLOT PLAN (Required for all applications)

Without a detailed plot plan a new House Number cannot be issued.

ALL BUILDING PERMITS REQUIRE:

- **Tompkins County Health Dept:** 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 forms

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:      Basement \_\_\_\_\_  
    First floor \_\_\_\_\_  
    Second Floor \_\_\_\_\_  
    Over second floor \_\_\_\_\_

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 NYS Uniform Fire Prevention & Building Code.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_