

**TOWN OF PULTENEY  
BUILDING AND ZONING OFFICE  
PO BOX 214  
PULTENEY, NEW YORK 14874  
PHONE - 607-868-3801 FAX - 607-868-4010**

**NOTES FOR BUILDING PERMIT APPLICANTS**

1. **Do not begin** any work unless and until a building permit is issued by the Building Inspector.

2. Once issued, the building permit must be displayed on the premises where it is **visible from the public road and shall be protected from the weather.**

3. If the work for which a Building Permit is issued has not begun within six (6) months and/or completed within two(2)years of the date of the permit, said permit shall expire.

4. Provide the **road address or fire number** of the proposed project location on all application forms.

5. If your application pertains to locating a mobile home, you **must supply** the manufacturer's name, the year of manufacture, serial number, model and HUD numbers. You must also submit the complete installation instructions supplied by the unit's manufacturer. (The dealer or sales agent can assist you with all of the foregoing information).

6. For some proposed projects you may be required to submit drawings and information which have been sealed and signed by an architect, surveyor or professional engineer licensed in the State of New York.

7. **For all proposed projects** you must submit drawings, sketches and information sufficient to enable the Zoning Officer and Building Inspector to determine whether the proposed project meets the minimum requirements of the Town Zoning Regulations and/or New York State Building Code.

8. **Lack of planning does not constitute an emergency. The Town's Code Officials require some time to process applications. Incomplete applications will delay the application process.**

9. If you have questions, please contact:

**Town of Pulteney Building Department - (607) 868-3801**

**Lauren Welch - Building & Watershed Inspector and Zoning Officer**

**Please keep this information in your files for future reference.**

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P.O. Box 214 Pulteney, N.Y. 14874  
(607) 868-3801 Fax (607) 868-4010

**ZONING / BUILDING DEPT.**  
Land Use / Building Permit Application

Permit # \_\_\_\_\_ Issued \_\_\_\_\_ Fee \_\_\_\_\_ **\$1. per \$1000 of total "Major" project cost**  
**Minimum Fee, Renewal, Other - \$25.00**

Name of Applicant \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ Zip \_\_\_\_\_

Name of Property Owner \_\_\_\_\_ Phone # \_\_\_\_\_

Mailing address \_\_\_\_\_ Zip \_\_\_\_\_

Contractors Name \_\_\_\_\_ Phone No. \_\_\_\_\_

Contractors Address \_\_\_\_\_

Contractors Ins. Carrier \_\_\_\_\_ Policy # \_\_\_\_\_

**PROPOSED PROJECT**

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Project Location \_\_\_\_\_ Parcel Tax # \_\_\_\_\_ Zone 1 2 3 4

Lot size \_\_\_\_\_ ft. or acre depth \_\_\_\_\_ width at road \_\_\_\_\_ at shore line \_\_\_\_\_

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Nature of work: \_\_\_\_\_ New Construction \_\_\_\_\_ Addition \_\_\_\_\_ Demolition \_\_\_\_\_ Alteration

\_\_\_\_\_ Electrical \_\_\_\_\_ Plumbing \_\_\_\_\_ Heating \_\_\_\_\_ Chimney

\_\_\_\_\_ Deck \_\_\_\_\_ Dock/Hoist \_\_\_\_\_ Septic System \_\_\_\_\_ Other

Description: \_\_\_\_\_

Manufactured Home: \_\_\_\_\_ Mobile Home \_\_\_\_\_ Double Wide Mobile Home \_\_\_\_\_ Modular

Name of Manufacturer \_\_\_\_\_ Serial # \_\_\_\_\_

\_\_\_\_\_ New \_\_\_\_\_ Used \_\_\_\_\_ Year Manufactured

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Foundation to be: \_\_\_\_\_ Slab \_\_\_\_\_ Crawl Space \_\_\_\_\_ Basement \_\_\_\_\_ Other

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Estimated Project Cost: \_\_\_\_\_ Labor + \_\_\_\_\_ Materials = \$ \_\_\_\_\_ Total Cost

Note: Highway Superintendent shall be notified **BEFORE** installing a driveway.

All work will comply with the New York State Building Code;

The Building Inspector is to be notified when:

- 1. Starting construction
- 2. Footers & Walls Complete BEFORE back filling
- 3. Framing is up
- 4. Plumbing, Electrical is complete & insulation completed BEFORE covering
- 5. Final Inspection for CERTIFICATE OF OCCUPANCY.

I certify that the statements and information herein contained are true to the best of my knowledge and belief and the proposed construction and use will comply with all applicable regulations.

I also grant permission for the Zoning Officer and Code Enforcement/Watershed Officer and or their agents to enter the property and structures thereon as frequently as necessary to inspect same for compliance.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of Property Owner \_\_\_\_\_ Date \_\_\_\_\_

Copies to : Zoning Officer, Building Inspector, Assessor

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**FOR OFFICIAL USE ONLY**

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Date Application reviewed by Zoning Officer \_\_\_\_\_

Zoning Officer \_\_\_\_\_

Application: \_\_\_\_\_ Approved \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_ Applicant Notified Reason:

Application reviewed by CEO/Watershed Officer: \_\_\_\_\_

CEO/Watershed Officer \_\_\_\_\_

Building permit: Issued \_\_\_\_\_ Date \_\_\_\_\_ Permit No. \_\_\_\_\_

Building permit denied: \_\_\_\_\_ Date \_\_\_\_\_ Reason \_\_\_\_\_

Watershed permit denied \_\_\_\_\_ Date \_\_\_\_\_ Reason \_\_\_\_\_

Planning Board: \_\_\_\_\_ Date \_\_\_\_\_ Hearing Date \_\_\_\_\_ Action: \_\_\_\_\_ Granted \_\_\_\_\_ Denied

ZBA: \_\_\_\_\_ Date \_\_\_\_\_ Hearing Date \_\_\_\_\_ Action: \_\_\_\_\_ Granted \_\_\_\_\_ Denied

**PLOT DIAGRAM**

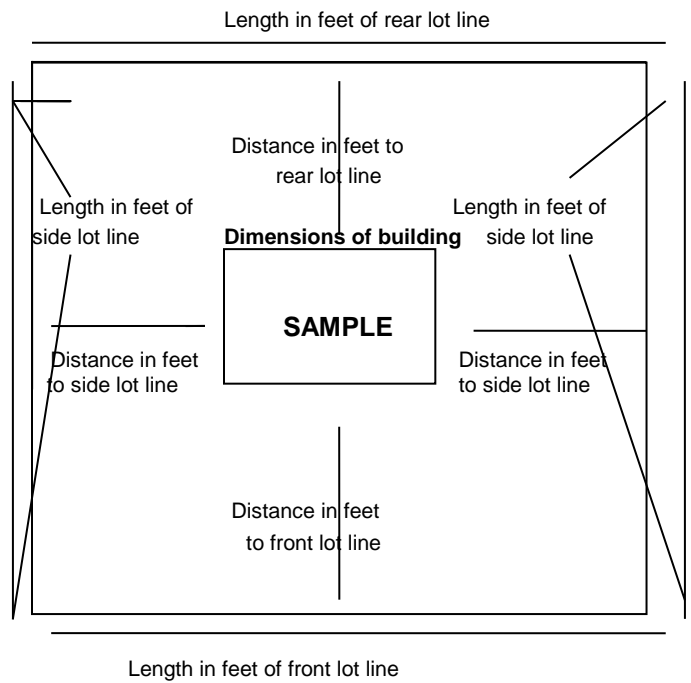
**IN THE AREA PROVIDED BELOW OR ON A SEPARATE PAPER:**

1. Locate all buildings, existing and proposed
2. Indicate all setback dimensions and boundary distances along with dimensions of all buildings
3. Show and label any roads, driveways or easements
4. Show names of adjacent property owners
5. Show any water bodies, creeks or shorelines
6. Locate any wells or septic systems
7. Indicate with an arrow the direction of North

**Are Architect/engineer's plans accompanying this application?**

**(Y) (N) If NO, detailed sketches of proposed construction must be provided on additional paper.**

**NOTE: PLEASE MODIFY SHAPE OF PROPERTY AS NECESSARY.**



[Empty rectangular area for drawing the plot diagram]