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.

TOWN OF PULTENEY

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

ZONING / BUILDING DEPT.

Land Use / Building Permit Application

Proper fees *MUST* be with Application

Permit #	_ Issued	Fee			Major" project cost al, Other - \$5 0 .00	
Name of Applicant				_ Phone #		
Address				_ Zip		
Name of Property (Owner			_ Phone #		
Mailing address				_ Zip	<u></u>	
Email Addr	ess					
Contractors Name)		Phon	e No		
Contractors Addre	ess					
Contractors Ins. Carrier						
======================================		========		: Project Loca	tion	
Lot sizef	t. or acre dep	oth	width at road	at s	shore line	
Nature of work:	New Con	struction	Addition D	emolition	Alteration	
	Electrical	Plum	bing Hea	ating(Chimney	
	Deck _	Dock/Ho	ist Sept	ic System	Other	
Description:						
_ Manufactured H	ome: Mo	obile Home	Double Wide	Mobile Home		
Modular New	, Name	of Manufacturer	Used			
	Ye	ar Manufactured	Seria	al #		
=======	=====	======	======	======	======	
Foundation to be: = = = = = = =		Slab C	rawl Space	Basemer	nt Other =========	
Estimated Projec	t Cost:	Labor +	Mate	erials = \$	Total Cost	

ZONING / BUILDING PERMIT APPLICATION

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 Insp	pector, Assessor		
	FOR OFFICIAL US	SE ONLY	
Date Application reviewed by Zoning Off	icer		-
Zoning Officer _			
Application:Approved	Date		
Denied _	Date	Applicant	t Notified Reason:
Application reviewed by CEO/Watershed	d Officer:		
CEO/Watershe	d Officer		
Building permit: Issued	Date	Permit No	
Building permit denied: Da	ate Reason		
Watershed permit denied [Date Reason		
Planning Board: Date	Hearing Date	Action: Granted _	Denied
ZBA: Date H	learing Date Actio	n: Granted	Denied

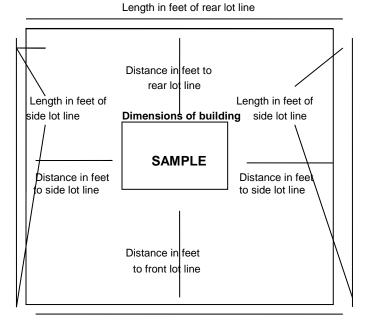
PLOT DIAGRAM IN THE AREA PROVIDED BELOW OR ON A SEPARATE PAPER:

- 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.



Length in feet of front lot line

Revised 04/16/2025