

**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 _____ **\$1. per \$1000 of total "Major" project cost**
Minimum Fee, Renewal, Other - \$50.00

Name of Applicant _____ Phone # _____

Address _____ Zip _____

Name of Property Owner _____ Phone # _____

Mailing address _____ Zip _____

Email Address _____

Contractors Name _____ Phone No. _____

Contractors Address _____

Contractors Ins. Carrier _____ Policy # _____

PROPOSED PROJECT

===== Project Location _____

_____ Parcel Tax # _____ Zone 1 2 3 4

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

=====

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 _____ New Name of Manufacturer _____ Used _____

_____ Year Manufactured _____ Serial # _____

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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

FOR OFFICIAL USE ONLY

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.

