



BUILDING PERMITS: APPLICATION INSTRUCTIONS

TOWN OF ULYSSES BUILDING, CODE, PLANNING, & ZONING DEPARTMENT

No work is authorized until this application is completed and returned, permit fees are paid, and a permit is issued. Incomplete applications will not be accepted.

Applications will not be processed until the application fee has been paid.

Electronic submittal is preferred. Please email PDFs of application forms, design plans, survey maps, and any other supporting documents to code@townofulyssesny.gov

Instructions: Review this guide to become familiar with application requirements, the process of applying for and receiving a building permit, and what to do after a permit is issued.

Contact the Building and Code Enforcement Office if you have any questions or concerns. Please call or email for an appointment. We cannot guarantee our office will be occupied when the Town Hall is open.

Part I. Applying for a Building Permit

1. When is a Permit Required?

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:

- A.** Construction and repairs/alterations of one or two-family dwellings and their ordinary accessory structures, and related land use activities.
- B.** Ordinary repair or maintenance or interior alterations to existing structures.
- C.** 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.
- D.** 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).
- E.** 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.

Any project that does not require a building permit must still comply with appropriate zoning regulations. For example, storage buildings under 144 square feet do not require a permit, however, the location of the structure must meet the applicable zoning setbacks.

2. Local and State Regulations

Applicants should become familiar with applicable local and state laws and regulations before planning a project requiring a building permit.

Local Codes

The following link contains information about local zoning regulations, including a copy of the Town of Ulysses Zoning Law and a zoning map:

→ <https://www.townofulyssesny.gov/departments/bcpz/>

State Codes

All structures must comply with New York State Building and Fire codes.

→ https://up.codes/codes/new_york

Residential structures must comply with the Residential Code of New York State.

→ https://up.codes/viewer/new_york/irc-2018

New Buildings

New buildings must meet minimum energy conservation requirements of The Energy Conservation Construction Code (ECCCNYS)

→ https://up.codes/viewer/new_york/ny-energy-conservation-code-2020

3. Application Materials

- A. Application Form** - Complete the application for applicable to your project. (Residential Construction, Commercial Construction, Demolition, Roofing, Pool, etc.)
- B. Design Plans** - Include design plans showing all details of planned work, drawn to scale.
- C. Plot Plan*** - Attach a tax map or survey map which indicates the location of the following:
 - Proposed structure as described in the application
 - Currently existing structures, including septic and well
 - Existing or planned driveways
 - Any other notable features.
- D. Contractor Insurance and License (Liability, Disability, etc.)**
- E. Workers Compensation Board: NYS Workers Compensation Certificate or CE-200**
- F. Additional Forms** - Any or all of the following may be required in addition to the previously listed application materials:
 - Tompkins County Health Department: Approval of septic system and/or well
 - N.Y. Board of Fire Underwriters: Electrical Permit
 - Site Plan Review
 - Completed "New Address Assignments" Form
 - Completed "New Water Hookup" application
 - Completed Driveway/Culvert application

**A plot plan is required for ALL building permit applications unless the proposed work is interior-only, such as refinishing.*

G. Application Fee - The Building Department will begin processing your application upon receipt of payment.

If fee amount is unclear, please contact our office to verify before sending a check.

Do not send or leave blank checks or cash.

We accept the following methods of payment. The Town Clerk processes all transactions:

- **Check** – payable to “Town of Ulysses”. Checks can be mailed, or dropped off during open hours
- **Cash** – accepted by the Town Clerk during open hours (Monday –Friday, 10:00 AM – 3:00 PM)
- **Credit Card** – by phone or in person (3.5% card processing fee will be added to the fee amount)

Part II. Issue of Building Permit

1. Approved Work

- A. **Posting the Permit** – A digital copy of the issued permit will be emailed to the applicant. Permits can be mailed or picked up at the Town Hall if you are unable to print.
- B. **Scope of Work** – After a building permit is issued, any work to be done must comply with the scope of work described within the application materials that have been approved by the Code Enforcement Officer. The permit holder must notify the Code Enforcement Officer of any and all amendments to project plans. This includes, but is not limited to, changes in design plans, the emergence of additional planned work, and any contractor changes.

2. Inspections

It is the responsibility of the property owner/builder to request an inspection at the proper time. Please be prepared to indicate which type of inspection is needed when making a request. Additional inspections may be made at various stages of construction, if and when deemed necessary. Required inspections will be listed on the issued building permit.

Electrical Inspections are not performed by the Town of Ulysses. Contact an electrical inspector such as those listed below to schedule an inspection:

[Commonwealth Electrical Inspectors](#): (585) 624-2380

[Atlantic-Inland, Inc.](#): (607) 753-7118

3. Project Site

- A. **Project Site Location** - Please provide directions to the project site if access is unclear.
- B. **Construction Location** - ON SITE stakes should be placed in the ground indicating location of the proposed construction.

Part III. Project Completion

1. Permit Expiration

Work must be completed within one year from permit date, unless an extension is granted by the Code Enforcement Officer. **Please inquire before the permit expiration date if renewal is needed.**

2. Certificate of Compliance

A building may not be used or occupied until a Certificate of Compliance is issued.