### TOWN OF PULTENEY BUILDING AND ZONING OFFICE PO BOX 214 PULTENEY, NEW YORK 14874 PHONE - 607-868-3032 FAX - 607-868-5718

#### NOTES FOR BUILDING PERMIT APPLICANTS

- 1. Do not begin any work unless and until a building permit is issued by the Building Inspector.
- 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. (West Lake Road projects use the numbers beginning at Hammondsport.)
- 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.
- 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.

#### 8. 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) 868-5718

## ZONING / BUILDING DEPT.

Land Use / Building Permit Application

Permit #	Issued	Fee	\$1. per \$1000 of tot Minimum Fee, Re	al "Major" project cost newal, Other - \$25.00		
Name of Applicant			Phone #			
Address			Zip			
E-Mail address (if ava	iilable)			_		
Name of Property Owner			Phone #			
Mailing address			Zip			
Contractors Name	Phone No					
Contractors Address						
Contractors Ins. Carrier			Policy #			
		PROPOSED	ROJECT			
Project Location		Parcel Ta	x #	Zone 1 2 3 4		
Lot sizeft. o	or acre depth	width	at road at s	hore line		
Nature of work:	New Constructi	on Addition	n Demolition	Alteration		
	Electrical	Plumbing	HeatingC	himney		
	Deck	_ Dock/Hoist	Septic System	Other		
Description:						
Manufactured Home:	Mobile Hom	ne Doubl	e Wide Mobile Home	Modular		
Name of Manufacturer Serial #						
New		_Used	Year Manufac	tured = = = = = = =		
Foundation to be: = = = = = = = = = = = = = = = = = = =	Slab	Crawl Sp	bace Basemer	nt Other		
Additional Square for	ootage:					
Estimated Project C	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 revie	ewed by Zoning Off	icer				
	Zoning Officer _					
Application:	Approved	Date				
	Denied	Date	Applica	nt Notified Reason:		
Application reviewed						
Building permit: Issu	ed	Date	Permit No			
Building permit denie	d: Da	ate Reason				
Watershed permit de	nied C	ate Reason				
Planning Board:	Date	Hearing Date	Action: Granted	Denied		
<u>ZBA:</u> C	ate ⊦	learing Date Actio	on: Granted	Denied		

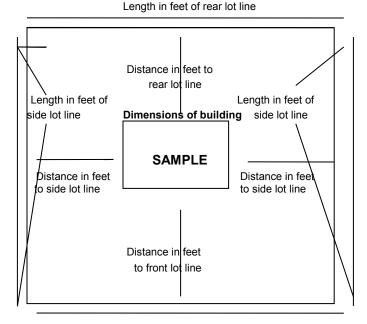
### PLOT DIAGRAM

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

- 1. Locate all buildings, existing and proposed
- 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 12/12/2012