

**Village of Pulaski**  
Codes Enforcement Department  
4917 North Jefferson Street  
Pulaski NY, 13142  
PH-(315)-509-4301,C- (315)-440-8375  
Fax 315-298-5274  
[codeofficer@villagepulaski.com](mailto:codeofficer@villagepulaski.com)

**Application for Building Permit**

Name and address of applicant: \_\_\_\_\_

Name and address of property owner: \_\_\_\_\_

Name and address of contractor: \_\_\_\_\_

Contact phone number(s): \_\_\_\_\_ Date: \_\_\_\_\_

Job site address: \_\_\_\_\_

Description of project: \_\_\_\_\_

Fees must be remitted before a permit is issued. Do not cover up work until it has been inspected and approved. Work that is not inspected will have to be exposed for inspection. **No certificates will be issued unless inspections are done; unlawful structures may not be occupied and may be required to be removed.** *Please ask if you have any questions concerning these requirements.*

I understand the above requirements. \_\_\_\_\_

*Property Owners signature*

*Applicant's signature*

**Do Not Write in The Next Section**

Permit Number: \_\_\_\_\_ Issued On \_\_\_\_\_ Expires On: \_\_\_\_\_  
Construction Value: \_\_\_\_\_

**NYS Licensed Design Professional Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

License Number: \_\_\_\_\_

New Construction: \_\_\_\_\_ Residential \_\_\_\_\_ Commercial \_\_\_\_\_

Renovation/alteration/conversion: \_\_\_\_\_ Residential \_\_\_\_\_ Commercial \_\_\_\_\_

Manufactured Housing: \_\_\_\_\_ Type: \_\_\_\_\_

Type of Project: \_\_\_\_\_

NYS Occupancy Class: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Building Permit Fee: \$ \_\_\_\_\_ Payment Type: \_\_\_\_\_

Zoning Permit Fee: \$ \_\_\_\_\_ Payment Type: \_\_\_\_\_

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### Important Notices: READ BEFORE SIGNING

1. Work conducted pursuant to a building permit must be visually inspected by the Code Enforcement Officer and must conform to the New York State Uniform Fire Prevention and Building Code, The Code of Ordinances of the Village of Pulaski, and all other applicable codes, rules, or regulations.
2. It is the owner's responsibility to contact the Code Enforcement Officer at 315-298-2622 [Monday through Friday 8:00 am to 5:00 pm] at least 48 hours before the required inspections. This is especially true for internal work or work that will be covered up by concrete, insulation, drywall, siding etc. **DO NOT PROCEED TO THE NEXT STEP OF CONSTRUCTION IF SUCH "INTERNAL WORK" HAS NOT BEEN INSPECTED.** Otherwise, work will or may need to be removed at the owner's or contractor's expense to properly inspect.
3. THE OWNER HEREBY AGREES TO ALLOW THE CODE ENFORCEMENT OFFICER TO INSPECT THE SUFFICIENCY OF THE WORK BEING DONE PURSUANT TO THIS PERMIT SUCH INSPECTION ARE FOR PERMITTED WORK AND ANY OTHER NON-WORK-RELATED VIOLATIONS WHICH ARE READILY DISCERNABLE FROM SUCH INSPECTIONS.
4. New York State law requires contractors to maintain Worker's Compensation and Disability Insurance for their employees. No permit will be issued unless valid and current proof of Worker's Compensation and Disability or proof of exemption is included with the permit application.
5. If a Certificate of Occupancy is required, the structure shall not be occupied until such a certificate is issued.
6. This permit does not include any privilege of encroachment in, over, under, or upon any village, county, or state street/highway or right of way.
7. A zoning permit is required, and all proposed work must be in compliance with the Zoning Laws of the Village of Pulaski before the issuance of a building permit.
8. A copy of the building permit must be displayed to be visible from the street.

I

**Date:**

*The lawful owner of the property described in this permit application affirm under penalty of perjury that I understand and agree to the above requirements and all statements made by me or my designated agent are true.*

Code of the village of Pulaski, NY Chapter 26-4

**A. Building permits required.** Except as otherwise provided in Subsection B of this section, a building permit shall be required for any work which must conform to the Uniform Code and/or the Energy Code, including, but not limited to, the construction, enlargement, alteration, improvement, removal, relocation or demolition of any building or structure or any portion thereof, and the installation of a solid-fuel-burning heating appliance, chimney or flue in any dwelling unit. No person shall commence any work for which a building permit is required without first having obtained a building permit from the Code Enforcement Officer.

**B. Exemptions.** No building permit shall be required for work in any of the following categories:

1. Construction or installation of one-story detached structures associated with one- or two-family dwellings or multiple single-family dwellings (townhouses) which are used for tool and storage sheds, playhouses, or similar uses, provided the gross floor area is less than 144 square feet (13.38 square meters).
2. Installation of swings and other playground equipment associated with a one- or two-family dwelling or multiple single-family dwellings (townhouses);
3. Installation of swimming pools associated with a one- or two-family dwelling or multiple single-family dwellings (townhouses) where such pools are designed for a water depth of less than 24 inches and are installed entirely above ground.
4. Installation of fences which are not part of an enclosure surrounding a swimming pool.
5. Construction of retaining walls, unless such walls support a surcharge or impound Class I, II or IIIA liquids;
6. Construction of temporary motion-picture, television and theater stage sets and scenery;
7. Installation of window awnings supported by an exterior wall of a one- or two-family dwelling or multiple single-family dwellings (townhouses).
8. Installation of partitions or movable cases less than five feet nine inches in height.
9. Painting, wallpapering, tiling, carpeting, or other similar finish work.
10. Installation of listed portable electrical, plumbing, heating, ventilation or cooling equipment or appliances.
11. Replacement of any equipment, provided the replacement does not alter the equipment's listing or render it inconsistent with the equipment's original specifications; or
12. Repairs, provided that such repairs *do not* involve:
  - a. The removal or cutting away of a load-bearing wall, partition, or portion thereof, or of any structural beam or load bearing component.
  - b. The removal or change of any required means of egress, or the rearrangement of parts of a structure in a manner which affects egress.
  - c. The enlargement, alteration, replacement, or relocation of any building system; or
  - d. The removal from service of all or part of a fire protection system for any period of time.

**C. Exemption not deemed authorization to perform noncompliant work.** The exemption from the requirement to obtain a building permit for work in any category set forth in Subsection B of this section shall not be deemed an authorization for work to be performed in violation of the Uniform Code or the Energy Code.

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## PRE-BUILDING PERMIT COMPLIANCE CHECKLIST

Owner of property: \_\_\_\_\_

Address of proposed project: \_\_\_\_\_

Description of project: \_\_\_\_\_

Is this property in a Flood Zone? \_\_\_\_\_ Type of Zone: \_\_\_\_\_

Have you enclosed the following if applicable?

Site Plan / Map	Yes _____	No _____	N/A _____
Construction Plans	Yes _____	No _____	N/A _____
Permit Application	Yes _____	No _____	N/A _____
Permit Fee	Yes _____	No _____	N/A _____
Workers Compensation Form(s)	Yes _____	No _____	N/A _____
Perk Test Results	Yes _____	No _____	N/A _____
Manufactured Housing Checklist	Yes _____	No _____	N/A _____
Demolition Permit Application	Yes _____	No _____	N/A _____
Zoning Permit Application	Yes _____	No _____	N/A _____

Applicant certification- I hereby certify that I have read the instructions and have examined the application and know the same to be true and correct. All provisions of laws and ordinances covering this type of work will be complied with whether specified herein or not. The granting of this permit does not presume to give authority to violate or cancel the provisions of any other municipal, county, state or federal law regulating construction or land use or the performance of construction. Also, by signing this application you are authorizing the building inspector and / or its agent's permission to enter the property without the issuance of a search warrant.

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Applicant's signature

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Date

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### **Requirements for obtaining a Building Permit**

- 1- Obtain and fill out a Building Permit Application Packet.
- 2- Submit the completed application to the Code Office.
- 3- The Following will need to be with the application:
  - o Description of the proposed work.
  - o Tax map number and street address.
  - o At least 2 sets of complete detailed construction plans [drawings and/ or specifications] showing the scope of the proposed work.
  - o Proof of Worker's Compensation Insurance **Form U 26.3 or C 105.2 only**, ACORD forms are not acceptable] or proof of exemption **CE 200**
  - o Description of the current use or occupancy of the structure.
  - o Sign and date application paperwork.
  - o Site map showing locations of buildings and proposed project where applicable.
- 4- Pay for the permits. Fees must be submitted before a building permit is issued.
- 5- Some projects require plans prepared by a New York State registered architect or licensed professional engineer.
- 6- Work must comply with NYS Uniform Fire Prevention and Building Codes.

***Do Not Start Work Until a Building Permit Has Been Issued.***

### **Requirements for obtaining a Certificate of Occupancy or Compliance**

- 1- A signed statement on company letterhead from all contractors, sub-contractors and NYS Design Professionals stating all work was done in accordance with NYS Uniform Fire Prevention and Building Codes and the plans submitted, will be required for certificate issuance.
- 2- All required inspections and testing must be completed.
- 3- 911 numbers, truss identification and PV system signs shall be in place where required.