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

# **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 Construction Value:	d On Expires On:				
NYS Licensed Design Professional Information					
License Number:New Construction: Renovation/alteration/conversion: Manufactured Housing: Type:	Residential Commercial				
Building Permit Fee: \$	Zoning DistrictPayment Type:Payment Type:				

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# Important Notices: READ BEFORE SIGNING

- 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.

statements made by me or my designated agent are true.

1	Date:
The lawful owner of the property described in this permit a	application affirm under
penalty of perjury that I understand and agree to the above	re requirements and all

#### 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:
  - 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);
  - Installation of swimming pools associated with a one- or two-family dwelling or multiple singlefamily 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.
  - 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 applica	ble?		
Site Plan / Map			N/A
Construction Plans	Yes	No	N/A
Permit Application	Yes	No	N/A
Permit Fee			N/A
Workers Compensation Form(s)			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 the application and know the same to be tru ordinances covering this type of work will be The granting of this permit does not presum provisions of any other municipal, county, stuse or the performance of construction. Also the building inspector and / or its agent's perissuance of a search warrant.	te and correct. All pee complied with when the to give authority that or federal law roo, by signing this ap	rovisions of ether specifies to violate or egulating co oplication you	laws and ed herein or not. cancel the nstruction or land u are authorizing
Applicant's signature			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:
  - Description of the proposed work.
  - Tax map number and street address.
  - At least 2 sets of complete detailed construction plans [drawings and/ or
  - specifications] showing the scope of the proposed work.
  - 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.
  - Sign and date application paperwork.
  - 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, subcontractors 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.