



BUILDING PERMIT APPLICATION: COMMERCIAL CONSTRUCTION

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

This is not a Building Permit:

No work is authorized until your application has been reviewed and you have received a permit.

This application is for commercial projects. For other application forms visit

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

1. Application Instructions:

- A. Applications should be made well in advance of your intended start date. The review process can take anywhere from several weeks to months, depending on the complexity of the project, the current volume of applications, and the need for additional reviews or permits from the Planning Board or Board of Zoning Appeals.
- B. Complete this packet and return it to our office, including all attachments relevant to your project.
- C. Electronic submittals are preferred. Email PDFs of application documents to code@townofulyssesny.gov.

2. Following the issuance of a building permit:

- A. A copy of the permit will be sent to the applicant when it is approved.
- B. The permit must be posted at the project site in a conspicuous location.
- C. Any changes to permitted work must be approved.
- D. Permits are valid for one year.

E. INSPECTIONS:

- i. It is the responsibility of the **property owner** to ensure that work has been performed as permitted and inspections have been completed.
- ii. Required inspections will be listed on the permit when it is issued. Instructions for scheduling inspections will be included on the permit.
- iii. The Town of Ulysses does not perform electrical inspections. Companies that can perform an electrical inspection include:
 - 1. Commonwealth Electrical Inspectors: (585) 624-2380
 - 2. Atlantic-Inland, Inc.: (607) 753-7118

*A certificate from the completed electrical inspection must be sent to our office.

- F. A building may not be used or occupied until a **Certificate of Occupancy** has been issued.

3. More Information:

- A. Building codes are available online at <https://codes.iccsafe.org/codes/new-york>
- B. Email is the most effective way to reach our office. Contact information and links to other resources including the [Interactive Zoning Map](#) and [Ulysses Zoning Code](#) can be found on our department webpage: <https://www.townofulyssesny.gov/departments/bcpz/>

Keep this page for reference.

Review the checklist on the next page and submit it with your application.



10 Elm Street
Trumansburg, NY 14886



607.387.5767



code@townofulyssesny.gov
<https://townofulyssesny.gov>

UPDATED 2025

OFFICE USE ONLY: PERMIT #:

PART 1: COMMERCIAL BUILDING PERMIT APPLICATION CHECKLIST

YES	NO	Review and complete the checklist. All items marked "Required" must be included for your application to be reviewed.
<input type="checkbox"/>	Required	1. Completed application form
<input type="checkbox"/>	Required	2. Certificates of Insurance:
<input type="checkbox"/>	<input type="checkbox"/>	A. Liability
<input type="checkbox"/>	<input type="checkbox"/>	B. Workers' Compensation*
<input type="checkbox"/>	<input type="checkbox"/>	C. NYS Disability & Paid Family Leave*
<input type="checkbox"/>	<input type="checkbox"/>	D. *If submitting application without WC & Disability COIs, a CE-200 must be provided .
<input type="checkbox"/>	Required	3. Site plan: The plan must be drawn in accordance with an accurate boundary line survey and show all details of all proposed work to scale:
<input type="checkbox"/>	Required	A. Entire parcel boundary shown
<input type="checkbox"/>	Required	B. Existing and proposed structures
<input type="checkbox"/>	Required	C. Existing and proposed utility connections
<input type="checkbox"/>	Required	D. Existing and proposed driveways
<input type="checkbox"/>	Required	E. Setbacks in feet
<input type="checkbox"/>	<input type="checkbox"/>	F. Streams/wetlands
<input type="checkbox"/>	Required	4. Design plans: Show all details of construction to scale. Construction documents should include fire protection systems, means of egress, exterior wall envelope, and exterior balconies and elevated walking surfaces.
<input type="checkbox"/>	Required	A. 2 sets of full-size printed plans
<input type="checkbox"/>	Required	B. 1 PDF of plans
	Required	5. Energy Code Compliance: Provide proof (COMCheck) that proposed work meets minimum requirements of The Energy Conservation Construction Code (ECCCNYS): https://up.codes/viewer/new_york/ny-energy-conservation-code-2020
<input type="checkbox"/>	<input type="checkbox"/>	6. Tompkins County Health Department: Approval of septic system and/or well
<input type="checkbox"/>	<input type="checkbox"/>	7. Driveway/Culvert Permit : Permit required for all new or modified driveways. (Additional permits are required from NYSDOT or Tompkins County Highway Division depending on road ownership)
<input type="checkbox"/>	<input type="checkbox"/>	8. Completed "New Address Request Form" (if not yet assigned)
<input type="checkbox"/>	<input type="checkbox"/>	9. Completed "New Water Hookup" application (if located in the water district)
<input type="checkbox"/>	<input type="checkbox"/>	10. Letter of Authorization: If submitting this application on behalf of the property owner, a letter of authorization from the property owner must be attached.
<input type="checkbox"/>	<input type="checkbox"/>	11. The following may also be required:
<input type="checkbox"/>	<input type="checkbox"/>	A. Floodplain elevation
<input type="checkbox"/>	<input type="checkbox"/>	B. Geotechnical assessment or report
<input type="checkbox"/>	<input type="checkbox"/>	C. Grading, fill, excavation data and associated Temporary Erosion and Sediment Control Plan (TESC)
<input type="checkbox"/>	<input type="checkbox"/>	D. Stream/Wetland Delineation/Report (please note, if there appears to be State jurisdictional wetlands and/or associated buffers that impact the property, a DEC Jurisdictional Determination and/or Wetland Permit will be required to be submitted with this application.
12. Permit Fee: After an application has been submitted, our office will calculate the permit fee. Checks may be written to "Town of Ulysses" and brought or mailed to our office. <i>Application review will begin after the fee has been paid. Current fees can be found on the annual fee schedule.</i>		



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PART 2: CONTACT INFORMATION				
APPLICANT				
ADDRESS				
CITY		STATE		ZIP
PHONE		EMAIL		
OWNER				
ADDRESS				
CITY		STATE		ZIP
PHONE				
PRIMARY CONTACT: <input type="checkbox"/> APPLICANT <input type="checkbox"/> OWNER <input type="checkbox"/> OTHER, PLEASE SPECIFY BELOW:				
NAME				
PHONE		EMAIL		

PART 3: PROJECT INFORMATION		
ADDRESS		
PARCEL NO(s)		
WORK TO BE DONE BY	<input type="checkbox"/> Homeowner <input type="checkbox"/> Contractor <input type="checkbox"/> Other _____	
PROJECT NAME		
PROJECT TYPE	<input type="checkbox"/> New commercial main building <input type="checkbox"/> Addition to commercial main building <input type="checkbox"/> Interior alteration to commercial building <input type="checkbox"/> Change of occupancy	<input type="checkbox"/> New commercial accessory structure <input type="checkbox"/> Addition to commercial accessory structure <input type="checkbox"/> Other: _____
SQUARE FOOTAGE	1 st Floor: _____ 2 nd Floor: _____ 3 rd Floor: _____	Basement: _____ Other: _____ Other: _____
DESCRIBE SCOPE OF WORK (OR ATTACH WITH APPLICATION)		
ESTIMATED PROJECT COST	\$ _____	

PART 4: SIGNATURE	
By signing below, I hereby certify that I have full knowledge of the proposed work as described herein and take no exception to such activity. I understand I cannot occupy or use area of work until completed and final certificates are issued by the Town of Ulysses. I understand it is ultimately my responsibility that the project meets the NYS Uniform and Building Codes and the local zoning code.	
Applicant's Signature	
Name (printed)	
Applicant's Role	<input type="checkbox"/> Contractor* <input type="checkbox"/> Owner <input type="checkbox"/> Other _____
<i>*Include a Letter of Authorization from the property owner if signing on their behalf.</i>	
Date	

OFFICE USE ONLY: PERMIT #:

FEE:

CHECK:



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