



CITY OF FULTON
BUREAU OF CODE ENFORCEMENT
Municipal Building
141 South First Street • Fulton, New York 13069-1717
(315)592-7404 • Fax (315)592-3105

GENERAL CONSTRUCTION

Procedures and General Information for Building Permits

- The home owner is ultimately responsible for complying with all codes on his/her property. The Bureau will be happy to answer any code related questions you may have, but we cannot monitor every detail of construction, nor can we design your project. If you have doubts about your experience level in this regard, you should consider either consulting with and/ or hiring a professional Architect, Engineer, or builder.
- Permits will be issued as soon as possible after receipt of properly completed Permit Application Packets (PAP).
- Every item listed in the PAP as applicable to the project at hand ***must be provided in its entirety***.
- The building specification section of the PAP must be completed in its entirety as it relates to your project, *size of project not withstanding. (Sheds under 144 sq. ft. excluded)*
- Permits will only be issued in the name of the owner of record of the property.
- The building permit fee must be paid in full at the time of issuance of permit.
- Separate permits are required for electrical, plumbing, HVAC, and solid fuel appliances. Your licensed professional should acquire these permits.

NOTE: Permits expire as specified on the permit, but in no event shall they expire more than one year from date of issue. Permits may be renewed, upon reapplication, as specified in the Code Of The City Of Fulton - § C152(E).

General Information for Accessory Residential Structures

- No accessory structure shall be located forward of the front wall of the main building.
- No accessory structure shall be located within five feet of an exterior property line, except where a side yard abuts a street; the setback shall be the same as for the principal building.
- The height of an accessory structure shall not exceed 15 feet as measured from the average grade at the front of the accessory building to the highest point of the roof.
- An accessory structure shall be located on the same lot as the principal building.

- No single detached accessory structure shall occupy more than 75% of the gross square feet of land area occupied by the principal building on the same lot.
- In addition to one unattached garage, there shall not be more than one other accessory building on each lot intended for residential purposes, provided that any other accessory building shall not exceed 140 square feet in area.
- A paved patio or stoned terrace shall not be considered as part of a building in determining lot coverage for buildings, provided that such patio is unroofed and enclosures of such space do not exceed six feet in height. However, a patio shall be considered as an impervious surface when calculating for percentage of lot covered by accessory structures/impervious surfaces.
- When an accessory building is attached to the principal building, it shall be considered an addition and shall comply in all respects with the requirements of a principal building.



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Permit Application Information

This page and the Contractor Information page must be completed

Property owner's name _____ Home Phone () _____
Property owner's address _____ Work Phone () _____
City _____ State _____ Zip _____ Tax Map Number _____
Property Address (if different from above) _____

1. Scaled floor plan of structure (1/4"=1'-0" preferred) plus sufficient elevations to demonstrate code compliance. **NOTICE!!!** NYS Uniform Code requires that any residential building over 1,500 sq.ft. or any alteration costing \$20,000 **MUST** be designed and stamped by a registered Architect or Engineer, and carry his/her seal. There are no exceptions.
2. Check one and furnish information required.
 Estimated project material cost _____ If Self-constructed.
 Contracted Amount* _____ If contracted.
3. Copy of deed to the property on which structure is proposed. This property must be in the name of the person applying for the permit. Otherwise, a written, notarized document by the owner giving permission for structure must be provided.
4. Proof of Contractor's NY State Workers' Compensation Insurance. If self-constructed, constructor must fill out an affidavit of exemption.
5. Survey map of property showing all existing structures. Proposed structure must be depicted with setback dimensions to property lines.
6. Building Specification sheets fully filled out.
7. Project in compliance with all zoning requirements. Project needs ZBA Approval.

Brief description or scope of project: _____

Contractor Information

Construction Co. Name _____	Const. Co. owner _____
Construction Co. Address _____	Office Phone () _____
City _____ State _____ Zip _____	Cell Phone () _____
Electrical Contractor Name _____	Owner _____
Contractor Address _____	Office Phone () _____
City _____ State _____ Zip _____	Cell Phone () _____
Plumbing Contractor Name _____	Owner _____
Contractor Address _____	Office Phone () _____
City _____ State _____ Zip _____	Cell Phone () _____
HVAC Contractor Name _____	Owner _____
Contractor Address _____	Office Phone () _____
City _____ State _____ Zip _____	Cell Phone () _____

NOTE: General contractors are required to be registered with the City of Fulton. Electricians, plumbers, and HVAC contractors are required to be licensed by the City of Fulton.

BUILDING SPECIFICATIONS

FOOTINGS:

Width _____
Depth _____
Type _____
Reinforcement _____
*P.S.I. Concrete _____
Depth below Grade _____
Continuous or Stepped _____

FOUNDATION WALL:

Height _____
Size _____
Block or poured Wall _____
Brick _____
Wall Thickness _____
Depth below Grade _____
Type Waterproofing _____
Type Damp proofing _____
Anchors; size & placement _____

SLAB:

Type _____
Thickness _____
Expansion Joint _____
Type of Vapor Barrier _____
*P.S.I. Concrete _____

BEARING BEAM:

Steel or Wood _____
Size _____
Grade _____
Species _____
Spacing of columns _____

FLOOR FRAMING:

Size of floor joist _____
Grade lumber _____
Species lumber _____
*Spacing O.C. _____
Span _____
Sheathing _____
Sub flooring _____
Covering _____

EXTERIOR WALL FRAMING:

Lumber size _____
*Spacing O.C. _____
Block size _____
Type of siding _____
Sheathing _____
Type & size of interior finish _____

EXTERIOR DOORS:

Size _____
Height _____
Main entrance _____
Secondary entrance _____
Insulated _____
Storm _____

EXTERIOR STAIRS:

Width _____
Tread size _____
Riser size _____
Railings _____
Height from stairs to header _____

INTERIOR STAIRS:

Width _____
Tread Size _____
Riser size _____
Railings _____
Height from stairs to header _____

*Note: P.S.I. = Pounds per square inch
O.C. = On center

WINDOWS:

Headers _____
Size _____
Type _____
Style _____
Height from floor to bottom of window sill _____
Insulation _____
Storms _____
Location _____
Skylight Types, sizes, & spacing _____

INTERIOR WALL FRAMING:

Lumber Size _____
*Spacing O.C. _____
Bearing or Non Bearing _____
Type & size of Interior Finish _____

CEILING JOIST:

Size _____
Grade _____
Species _____
Spacing _____
Span _____

RAFTERS:

Size _____
Grade _____
Species _____
Spacing _____
Ridge Board Size _____
Span _____

TRUSS ROOFING SYSTEM:

Snow load Design _____

ROOF COVERING:

Type & pitch _____
Sheathing & type _____
Shingles & type _____
Roofing Paper _____
Vents _____
Flashing _____

INTERIOR DOORS:

Type _____
Sizes _____

FIRE STOPPING:

Horizontal _____
Vertical _____

INSULATION:

Type & thickness _____
Floors _____
Ceiling _____
Exterior walls _____
Basement _____
Doors _____

VENTILATION:

Soffets _____
Crawl space _____
Gable end _____
Louver _____
Ridge _____
Attic fan _____
Baths _____
Kitchen _____

FIREPLACE < CHIMNEYS & STOVES:

UL approved _____
Type _____
Flue type _____
Chimney _____
Height above roof _____

SMOKE DETECTORS:

Type _____
Location _____
Number _____

City of Fulton

Building Permit Fee Schedule

All permit fees are as designated in the appropriate section of Chapter A181, Fees of the Code of the City of Fulton

NOTE:

- Permit fees include all required inspections **except electrical** (3rd party service).
- Permits **MAY** be valid for one year and may be renewed prior to expiration at half of the original fee.
- Permits obtained as the result of a **stop work** order shall be charged double.

Out Building Construction Specifications

Footer depth (Frost = 42") _____

Footer width x depth _____

Re-bar (Qty x spacing) _____

Concrete Mix in P.S.I. _____

Concrete Slab floor
thickness _____

Concrete Floor Mix P.S.I. _____

Wall Framing
(Lumber Dims x spacing) _____

Rafter Size _____

Rafter Spacing _____

Prefabricated Roof Truss (Qty) _____

A copy of the roof truss design drawing must accompany the permit application. A final design drawing with engineer's stamp showing snow loads must be received by this office BEFORE installation of trusses!

Header(s) Size _____

Roof Covering _____

Siding Material _____

Doors (size & qty.) _____

Windows (qty) _____

Floor Joist size _____

Floor Joist spacing _____

Floor Deck Material _____

Special Note!

- 1) Check property line set back requirements for your lot! The set back requirements are specified in and regulated by the Fulton Zoning law.
- 2) Check with the code department for distance separation requirements between buildings on the same property.

Building Length _____ Building Width _____
(Provide dimensioned sketch below if irregular)
(Proposed use of building)

NOTE: Pre-fabricated sheds do not require specifications be given provided you have a receipt for the shed's purchase and it arrives on site completely assembled.