



OPERATING PERMIT INFORMATION

TOWN OF ULYSSES BUILDING & CODE DEPARTMENT

10 Elm Street, Trumansburg, NY 14886 • 607.387.5767 • permits@townofulyssesny.gov

See [Ulysses Town Code §80-10](#) for full section on operating permits.

Part I. When is an Operating Permit Required?

Operating permits shall be required for conducting any process or activity or for operating any type of building, structure, or facility listed below:

1. Manufacturing, storing, or handling hazardous materials in quantities exceeding those listed in the applicable Maximum Allowable Quantity tables found in Chapter 50 of the FCNYS;
2. Buildings, structures, facilities, processes, and/or activities that are within the scope and/or permit requirements of the chapter or section title of the FCNYS as follows:
 - a. Chapter 22, "Combustible Dust-Producing Operations." Facilities where the operation produces combustible dust;
 - b. Chapter 24, "Flammable Finishes." Operations utilizing flammable or combustible liquids, or the application of combustible powders regulated by Chapter 24 of the FCNYS;
 - c. Chapter 25, "Fruit and Crop Ripening." Operating a fruit- or crop-ripening facility or conducting a fruit-ripening process using ethylene gas;
 - d. Chapter 26, "Fumigation and Insecticidal Fogging." Conducting fumigation or insecticidal fogging operations in buildings, structures, and spaces, except for fumigation or insecticidal fogging performed by the occupant of a detached one-family dwelling;
 - e. Chapter 31, "Tents, temporary Special Event Structures, and Other Membrane Structures." Operating an air-supported temporary membrane structure, a temporary special event structure, or a tent where approval is required pursuant to Chapter 31 of the FCNYS;
 - f. Chapter 32, "High-Piled Combustible Storage." High-piled combustible storage facilities with more than 500 square feet (including aisles) of high-piled storage;
 - g. Chapter 34, "Tire Rebuilding and Tire Storage." Operating a facility that stores in excess of 2,500 cubic feet of scrap tires or tire by products or operating a tire rebuilding plant;
 - h. Chapter 35, "Welding and Other Hot Work." Performing public exhibitions and demonstrations where hot work is conducted, use of hot work, welding, or cutting equipment, inside or on a structure, except an operating permit is not required where work is conducted under the authorization of a building permit or where performed by the occupant of a detached one- or two-family dwelling;
 - i. Chapter [40](#), "Sugarhouse Alternative Activity Provisions." Conducting an alternative activity at a sugarhouse;
 - j. Chapter [56](#), "Explosives and Fireworks." Possessing, manufacturing, storing, handling, selling, or using, explosives, fireworks, or other pyrotechnic special effects materials except the outdoor use of sparkling devices as defined by Penal Law Article 270.
 - k. Section 307, "Open Burning, Recreational Fires and Portable Outdoor Fireplaces." Conducting open burning, not including recreational fires and portable outdoor fireplaces;
 - l. Section 308, "Open Flames." Removing paint with a torch, or using open flames, fire, and burning in connection with assembly areas or educational occupancies; and
 - m. Section 319, "Mobile Food Preparation Vehicles." Operating a mobile food preparation vehicle in accordance with the permitting requirements established by local law, as now in effect or as hereafter amended from time to time.

3. Energy storage systems, where the system exceeds the values shown in Table 1206.1 of the FCNYS or exceeds the permitted aggregate ratings in Section R327.5 of the RCNYS.
4. Buildings containing one or more assembly areas;
5. Outdoor events where the planned attendance exceeds 1,000 persons;
6. Facilities that store, handle or use hazardous production materials;
7. Parking garages as defined in § [80-13A](#) of this chapter;
8. Buildings whose use or occupancy classification may pose a substantial potential hazard to public safety, as determined by resolution adopted by the Town Board of this Town; and
9. Other processes or activities or for operating any type of building, structure, or facility as determined by resolution adopted by the Town Board of this Town. Any person who proposes to undertake any activity or to operate any type of building listed in this Subsection [A](#) shall be required to obtain an operating permit prior to commencing such activity or operation.

Part 2. Obtaining an Operating Permit

1. Application

- a. Complete the “Operating Permit Application” and submit to the Town of Ulysses Building & Code department.
- b. Applications may be submitted digitally to permits@townofulyssesny.gov, mailed, or brought to the Town Hall in person at 10 Elm St, Trumansburg, NY 14886.

2. Fees

- a. Fees may be submitted with the application form. Upon receipt and confirmation of a complete application, an inspection may be scheduled.
- b. Fees must be paid prior to the inspection. No inspections will take place until payment has been received. The fee payment covers the initial inspection and a second inspection if needed.
- c. If violations have not been corrected after the second inspection, further inspections will be required until no violations remain, with the initial fee payment charged per each additional inspection.
- d. By paying the fire inspection invoice, business owners authorize the Code Enforcement Officer of fire inspector to access their property during the date and time of the scheduled inspection(s).

3. Inspections

- a. The Code Enforcement Officer or an inspector authorized by the Code Enforcement Officer will inspect the subject premises prior to the issuance of an operating permit. A designated person of authority (owner, manager, representative) must accompany the inspector throughout the duration of the entire inspection.
- b. After an inspection is complete, a report will be sent by the inspector. If no violations have been found, the operating permit may be issued.
- c. If violations have been found, the violations will be listed in detail. Severe violations must be corrected immediately. Minor violations must be corrected within 30 days.
- d. Inspections must be conducted annually or bi-annually depending on occupancy type.

4. Issuance of Operating Permit

- a. After an operating permit has been issued, it is valid for the duration listed on the permit.
- b. Renewing an operating permit requires re-inspections and fee payments for however many inspections are necessary.
- c. A notice will be sent to the property owner when re-inspections are required. Inspections must be scheduled within 30 days of this notice.