Village of Potsdam

P.O. Box 5168, Potsdam, New York 13676

Instructions for Filling Out and Submitting a Village of Potsdam Building Permit Application.

Village of Potsdam Code Article VIII §180-35.

a Permit required. Any one or combination of the following shall require a building/use permit:

(1) Any building, structure, installation, use or occupancy required to obtain a permit under Chapter 110, Housing Standards, of the Village Municipal Code.

(2) The construction, erection or placement of any building or structure.

(3) The expansion, addition or alteration of a building or structure that would in any way alter its exterior dimensions, its interior structural members or the provision for entrance or exit.

(4) The introduction of any new, additional, changed or expanded use; except the use of a one- or two-family dwelling unit previously used for that same, respective purpose.

(5) The alteration of any shoreline or major land form.

(The Village of Potsdam Code can be viewed in its entirety at the Potsdam Public Library.)

You may fill out the permit online and print the completed application, or print out the application and fill it in by hand. Submit this application along with all pertinent information of the project including but not limited to a layout or plot plan drawn to scale in ink on a minimum sheet size (8 1/2 X 11) showing the actual dimensions of the lot to be built upon, the exact size and location on the lot of any existing and proposed principal and accessory buildings and such other information such as distance to property lines from proposed buildings, from present buildings, etc. The building permit application and supporting documentation may be hand delivered to the Code Enforcement Office located in the Planning and Development Office, 2 Park Street, Civic Center Basement, Potsdam, or may be mailed to the following address:

Village of Potsdam
Code Enforcement Office
P.O. Box 5168
Potsdam, New York 13676

The Code Enforcement Officer will review the application and, if approved, issue a building permit. The office will notify you when the permit is ready to be picked up and you will do so in the Cashier's office on the second floor in the Civic Center. If there is any problems with the permit, questions need to be answered, or the application needs to be reviewed by the Planning or Zoning Board, the Code Enforcement Officer will contact you to advise you of the next step. Please make sure your phone number is correct. Issued permits need to be picked up and paid for as soon as you are notified. If there are any questions, please call the office at (315) 265-7678.