

Town of Otego

3526 State Hwy 7, Otego, New York 13825

Phone: 607-988-2698 Fax: 607-988-7081

Daniel G. Wilber
Code Enforcement Officer
Cell Phone: 607-435-8721
otegocodes@stny.rr.com

APPLICATION FOR A BUILDING PERMIT DEMOLITION

WHAT YOU NEED TO SUBMIT FOR THIS PERMIT (Check List):

- This completed building permit application (no permit application will be accepted unless it is completely filled out).
- Application fee as listed below. No permit application will be reviewed without the necessary fee.

Residential/Commercial NO FEE

- Proof of NYS Workmen's Compensation / Disability Insurance for ALL contractors or an exemption form. **
- Site plan (to scale), indicating the location of all utilities.
 - Indicate where to demolition materials will be disposed
 - How is the foundation and basement going to be treated ?
 - Underground tanks? What is to be done with the tank and contents?
 - How will the septic system be treated ?
 - What is to be done with other utilities? water, electric, gas.
 - Has UFPO been contacted to lactate all utilities, power, phone, cable?**

Notice: *New York State Labor Law (Article 10, Section 241 section 241.10) and the Code require a survey of the impacted portion of the building to be performed to identify the presence of asbestos prior to advertising for bids or contracting for or commencing work on any demolition/renovation work on a building. The Code requires that this survey must be sent to the local government unit responsible for issuing the demolition/renovation permit. Note that only copies of the demolition or pre-demolition survey must be sent to the Department of Labor, Asbestos Control Bureau. Also, prior to commencement of demolition/renovation work, the impacted asbestos identified in the survey must be removed. For additional information call the Asbestos Control Bureau district office in Albany, NY at 518-457-2072.*

DO NOT START DEMOLITION until your permit is issued. Your permit **MUST** be posted so that it is visible from the road.

Fines and late fees for violation of these requirements may be assessed.

What will you need to obtain a Certificate of Compliance?

Submit a completed application for a Certificate of Compliance with the following items included:

- All required inspections from any outside agencies that may be required including a final inspection from this office to determine that your project is in compliance with all applicable NYS building codes. *

*- You are responsible to schedule all inspections when required. Allow adequate time to be placed on the schedule.

** - Construction accomplished by homeowners requires an Affidavit of Exemption

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1. Project Location

Tax Map Number: _____

Number and Street Address: _____

NOTE: You must have a valid 911 address. Call 1-800-409-8534 to confirm or receive your address.

2. Owner Identification

Owner's Name: _____

Address of owner: _____

City, State, Zip: _____

Phone Number: _____ Cell #: _____

3. Nature of Proposed Work (Describe Your Project):

4. Estimated Project Cost:

Contractors estimate for the work to be performed: \$ _____

If the work is to be performed by the homeowner: \$ _____

5. **Square footage** of proposed project: _____ 6. **Estimated START date:** _____

7. General Contractor

Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Town of Otego

**APPLICATION FOR
CERTIFICATE OF OCCUPANCY/COMPLIANCE**

Tax Map Number: Section: _____ Block: ____ Lot: _____

To the Code Enforcement Officer, Town of Otego, New York:

Having complied with the provisions of the Town Law with respect to the filing of any necessary plans and specifications, meeting all inspection requirements for work performed under **Building Permit Number** _____ on the parcel listed above, and having an address of, _____, I hereby apply for a Certificate of Occupancy/Compliance as required in the Town Law and the New York State Fire Prevention and Building Code.

AFFIDAVIT OF FINAL COST OF CONSTRUCTION AND COMPLETION OF WORK

I _____ HEREBY CERTIFY that he/she is the applicant (or agent
(Owner, print your name)
of the applicant) named in the Application for Building Permit dated _____, 20__ relating to construction or other work to be performed on, or in connection with, the premises located as indicated above, that the actual cost of the construction or other work described therein was \$ _____ Dollars.

I hereby certify that the above statements and data are correct and true to the best of my knowledge and belief.

Signed: _____ Date: _____

Subscribed and sworn to before me:

This _____ day of _____

Notary Public