

# Town of Otego

Bruno Bruni  
Code Enforcement Officer

PO Box 455, Oneonta, NY 13820

Phone: 607-433-1671 Fax 607-988-7081

[otegocodes@stny.rr.com](mailto:otegocodes@stny.rr.com)

## **APPLICATION FOR A BUILDING PERMIT** **GARAGE/STORAGE/ACCESSORY BUILDING**

**NO BUILDING PERMIT REQUIRED IF THE STRUCTURE IS 144 Sq. Ft. OR LESS**

### 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 — \$50.00 under 600 Sq. Ft.+ \$10.00 for each additional 200 Sq. Ft.**

- Proof of NYS Workmen's Compensation / Disability Insurance for ALL contractors or an exemption form. \*\*
- Planning Board / ZBA approvals as required.
- Site plan (to scale), and clear complete drawings of the work proposed (including plans; sections; elevations; lumber size and spacing; rafter and floor joist spans, spacing, and size; foundation type and reinforcement)
  - (Stamped by a NYS Design Professional for projects over \$20,000.00).\*\*\*
- Energy code compliance needs to be met if the building is to be heated. Must show insulation details. \*\*\*
- Truss certificate (stamped and signed by a design professional), if applicable (available from supplier).

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

**DO NOT OCCUPY THE STRUCTURE** until a certificate of compliance is issued.

**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/Occupancy with the following items included:

- A final electrical inspection certificate from an electrical inspector approved by this office.
- Your 911 number posted in 4" numbers visible (both directions) from the road.
- All required inspections 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

\*\*\* - Code Official reserves the right to require engineered stamped *plans for all projects*.

**Town of Otego**  
**APPLICATION FOR A BUILDING PERMIT**  
**GARAGE/STORAGE/ACCESSORY BUILDING**

**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. 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. Architect/Engineer**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**8. General Contractor**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**9. Electrical Contractor**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

**10. Plumbing Contractor**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

**11. \_\_\_\_\_ Contractor**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

**IMPORTANT NOTICES-----READ BEFORE SIGNING.**

1. Work conducted pursuant to a building permit must be visually inspected by the Code Enforcement Officer and must conform to the New York State Uniform Fire Prevention and Building Code, the Local Laws of the Village of Otego, and all other applicable codes, rules or regulations.
2. It is the owner's responsibility to contact the Code Enforcement Officer at 607-433-1671 (Mon. thru Thurs. 1 p.m. to 6 p.m.) at least 48 hours before the owner wishes to have an inspection conducted. More than one inspection may be necessary. This is especially true for "internal work" which will eventually be covered from visual inspection by additional work (i.e. electrical work later to be covered by a wall).
3. OWNER HEREBY AGREES TO ALLOW THE CODE ENFORCEMENT OFFICER TO INSPECT THE SUFFICIENCY OF THE WORK BEING DONE PURSUANT TO THIS PERMIT, PROVIDED HOWEVER, THAT SUCH INSPECTION(S) IS (ARE) LIMITED TO THE WORK BEING CONDUCTED PURSUANT TO THIS PERMIT AND ANY OTHER NON WORK-RELATED VIOLATIONS WHICH ARE READILY DISCERNIBLE FROM SUCH INSPECTION(S).
4. Work undertaken pursuant to this permit is conditioned upon and subject to any state and federal regulations relating to asbestos material.
5. This permit does not include any privilege of encroachment in, over, under, or upon any city street or right-of-way.

I, \_\_\_\_\_, *( Print your name )* the above-named applicant, hereby attest that I am the lawful owner of the property described within or am the lawful agent of said owner and affirm under the penalty of perjury that all statements made by me on this application are true.

\_\_\_\_\_  
*( Sign your name )* **Date:** \_\_\_\_\_

**OFFICIAL USE ONLY**

|   |                    |   |
|---|--------------------|---|
| Date Received: ___/___/___  | Received by: _____ | Building permit fee collected: \$ _____ |
| CO fee collected: \$ _____  |                    |   |
| Special approval needed by: <input type="checkbox"/> Zoning Board <input type="checkbox"/> Planning Board <input type="checkbox"/> NYS DEC <input type="checkbox"/> NYS DOH |                    |   |

**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 Local Laws of the Town of Otego 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 Local 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