

Town of Otego

3526 State Hwy 7, Otego, New York 13825

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

PO Box 455, Oneonta, NY 13825

Bruno Bruni
Code Enforcement Officer
otegocodes@stny.rr.com

Phone: 607-433-1671 Fax 607-433-2590

APPLICATION FOR A BUILDING PERMIT MANUFACTURED HOME

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

- This completed building permit application signed by the owner (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 — Flat fee of \$60
- Proof of NYS Workmen's Compensation / Disability Insurance for ALL contractors or an exemption form. **
- Planning Board / ZBA approvals as required.
- Provide 2 sets of a site plan (to scale)***
- A slab design by an engineer with support system that is in compliance with manufacturer's installation manual, OR
- A frost protected support system that is in compliance with manufacturer's installation manual.
- Tie downs for slab as per engineer's design and that is in compliance with manufacturer's installation manual, OR
- an approved system extending below frost in compliance with the manufacture's installation manual.
- NYS installer certificate number.
- An engineered septic design for a new system **OR** an engineered septic report by a NYS Licensed Professional Engineer for an existing system (not required if in a mobile home park)
- A mfg. home constructed before 1976 will require a structural survey by a NYS Licensed Professional Engineer, an electrical inspection from an approved electrical inspecting agency, and a heating system inspection by an approved heating technician.

DO NOT START CONSTRUCTION until your permit is issued. **DO NOT OCCUPY THE STRUCTURE** until a certificate of occupancy is issued. **Fines and late fees for violation of these requirements may be assessed.**

What will you need to obtain a Certificate of Occupancy?

- A final electrical inspection certificate from an electrical inspector approved by this office.
- A Warranty Seal posted in the largest closed of the largest bedroom from certified NYS Manufactured Home installer.
- A Manufacturers Warranty Seal posted in the largest closed of the largest bedroom for models manufactured after January 2006.
- An "as-built" certification for your septic system from a design professional.
- A passing bacterial water test from a certified testing laboratory. (does not apply if in mfg. home park)
- A smoke detector in each bedroom and one outside the bedroom area (s).
- A carbon monoxide detector adjacent to the bedroom or bedrooms.
- Tie downs installed as per manufacture's installation manual.
- Skirting with ventilation areas completely installed.
- 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
MANUFACTURED HOME BUILDING PERMIT APPLICATION

1 Road/Street location: _____
Please note: "You must have a valid 911 address. Please call 800-409-8534 to confirm your correct address"

If installed in a Park
Park Name & Lot # _____ Property Tax # _____

2. Owners name: _____
Mailing Address: _____
Home phone: _____ Cell phone: _____

3. Manufacturer: _____ Year: _____ Model# _____ Serial# _____
New Home: _____ Used: _____ Installation Manual Available: _____

4. Size (total sq ft.): _____ Number of Bedrooms: _____
Heating Fuel: Oil Propane Natural gas **Heating System:** Hot Air Hot Water

5. Home Retailer Name: _____
Address: _____
Phone: _____ Cell Phone: _____

6. Mobile Installer Name: _____
Address: _____
Phone: _____ Cell Phone: _____
NYS Installer Certificate. No. _____

7. Septic System, Type of Tank: _____ Size of Tank: _____ (Gallons)

For new installation, provide a system designed by a professional engineer OR an engineered septic report by a NYS Licensed Professional Engineer for an existing system (not required if in a mobile home park)

8. Type of Foundation, Concrete Pad: _____ Piers: _____ (Footings need to be 4 feet below grade)
Full Basement: _____ (Footings need to be 4 feet below grade)
Compacted Gravel: _____ (Minimum of 6 inches) (Need to prove soils can support load)
Other- Explain _____
Number of tie-downs required per manufacturers instructions: _____

9. Proposed Installation/Delivery Date: _____

10. Estimated total project cost : _____

Be aware that you are NOT allowed to occupy this Mobile Home until you have had a final inspection and a CERTIFICATE OF OCCUPANCY has been issued by this office. **You will be subject to a \$100.00 fine per day of occupancy without Certificate approval. Legal action maybe taken.** Call 433-1671 for appointment Monday thru Thursday from 2:00 to 7:00 PM

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 Town 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, _____, the above-named applicant, hereby attest
(Print your name)

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