

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 MODULAR 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 — \$50 first 1500 Sq. Ft. + \$10 for each 500 Sq. Ft. Minimum fee \$50.00
- 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 complete set of drawings by the manufacture stamped by a NYS licensed deign professional with Energy Code compliance attached.
- A complete set of drawings of the foundation designed by a NYS licensed design professional.
- 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.)

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.
- 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.
- 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**

Tax Map Number: _____

1. Project Location

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:

Estimate cost for the structure: \$ _____

Estimated cost for site preparation: \$ _____

Total Cost \$ _____

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: _____

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