

# Town of Otego

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Bruno Bruni  
Code Enforcement Officer

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

## APPLICATION FOR A BUILDING PERMIT for COMMERCIAL BUILDING PROJECT

### WHAT YOU NEED TO SUBMIT FOR THIS PERMIT APPLICATION (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.

**New Commercial — \$ 0.15 Cents 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 with a complete set of drawings for the proposed construction stamped a NY State Licensed engineer or architect.
- Energy code compliance (Res-check computer software printout or prescriptive requirements forms).
- Truss certificate (stamped and signed by a design professional), if applicable (available from supplier).
- An engineered septic design for new systems or a septic report for existing systems (separate permit required.)
- Copies of other permits or approvals required (e.g.. NYS Dept. of Health, NYS DEC, US Army Corps of Eng. Etc.)

**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 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 after you complete construction.

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.
- ! An "as-built" certification for your septic system from a design professional.
- ! A passing bacterial water test from a certified testing laboratory.
- ! 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: \_\_\_\_\_



**SUBMIT THIS FORM AFTER THE PROJECT HAS BEEN COMPLETED**

**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