

# Town of Otego

3526 State Hwy 7, Otego, New York 13825

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

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 COMMERCIAL – REPAIRS, ALTERATIONS, OR ADDITIONS**

### WHAT YOU NEED TO SUBMIT FOR THIS PERMIT APPLICATION :

- 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.  
**Commercial – \$0.10 cents per SF (excluding crawl or attic space)**
- 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; labeling of all rooms; 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 (Res-check computer software printout or prescriptive requirements forms). \*\*\*
- Copies of other permits or approvals from other agencies (.eg. NYS Dept. Of Health, NYS DEC, US Army Corps of Engineers.)
- Truss certificate (stamped and signed by a design professional), if applicable (available from supplier).
- An engineered septic report on an existing system may be required with the addition of employees.

**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 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?

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.
- 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**

**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. Uses**

**CURRENT USE**     One-family dwelling     Two-family dwelling     Unit-Multiple dwelling  
 Non-Residential Building     car attached garage     Other \_\_\_\_\_

**CHANGE IN USE**     One-family to two family     Two-family to Multi family     Residential to Commercial  
 Commercial to Industrial     Retail to Restaurant     Other \_\_\_\_\_

**3. Owner Identification**

Owner's Name: \_\_\_\_\_

Address of owner: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_                      Cell #: \_\_\_\_\_

**4. Nature of Proposed Construction or Improvement (check all that apply)**

Conversion                       Addition     Alteration     Repair/Replacement  
 Relocation                       Demolition                       Misc. Structure or Equipment

**5. Describe Your Project:** \_\_\_\_\_

**6. Estimated Project Cost:**

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

If the work is to be performed by the homeowner (enter cost here): \$ \_\_\_\_\_

7. **Square footage** of proposed project: \_\_\_\_\_    8. **Estimated START date:** \_\_\_\_\_

**8. Architect/Engineer**

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

**9. General Contractor**

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



**SUBMIT THIS FOR 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 codes 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 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 of the  
(Owner, print your name)  
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