

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

APPLICATION FOR A BUILDING PERMIT RESIDENTIAL – REPAIRS, ALTERATIONS, OR ADDITIONS

WHAT YOU NEED TO SUBMIT FOR THIS PERMIT :

- 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 — \$40 first 300 SF + \$15 for each 300 SF thereafter.

- 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). ***
- Emergency escape window sizes for bedrooms (ask for detail sheet for egress windows).
- Placement of smoke detectors and carbon monoxide detectors.
- 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 bedrooms.

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: _____

10. Electrical Contractor Name: _____
Address: _____
City, State, Zip: _____
Phone Number: _____

11. Plumbing Contractor Name: _____
Address: _____
City, State, Zip: _____
Phone Number: _____

12. _____ 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 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, _____, *(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.

_____ **Date:** _____
(Sign your name)

OFFICIAL USE ONLY

Date Received: ____ / ____ / ____	Received by: _____	Building permit fee collected: \$ _____
CO fee collected: \$ _____		
Special approval needed by: G Zoning Board G Planning Board G NYS DEC G NYS DOH		

SUBMIT THIS FOR WHEN 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