

# Town of Otego

3526 St. Hwy 7, PO Box 468 Otego, NY 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 for NEW SEPTIC SYSTEM or REPLACEMENT SEPTIC SYSTEM**

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

- This completed building permit application (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 Septic System or Replacement – \$25.00**  
(\$100 late fee is assessed for failure in getting a building permit)

- Proof of NYS Workmen's Compensation / Disability Insurance for ALL contractors or an exemption form. \*\*
- An engineered septic design for new systems or a failed septic system .
- The design shall include a copy of the percolation test results and the deep hole soils observations for new or failed systems
- Verify that your absorption field meets the minimum separation requirements .(see drawing back of this page)

**DO NOT START CONSTRUCTION** until your permit is issued. Your permit **MUST** be posted so that it is visible from the road.

**DO NOT USE THE STRUCTURE** until a Certificate of Compliance is issued.

**Fines and late fees for violation of these requirements may be assessed.**

### **What will you need to obtain a Certificate of Compliance?**

Submit a completed application for a Certificate of Occupancy/Compliance with the following items included:

- ! If your system involves pumps for dosing or other uses you will need to supply 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.
- ! New septic system installation or repairs to systems must be inspected by a NYS licensed design professional as well as this office.
- ! 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

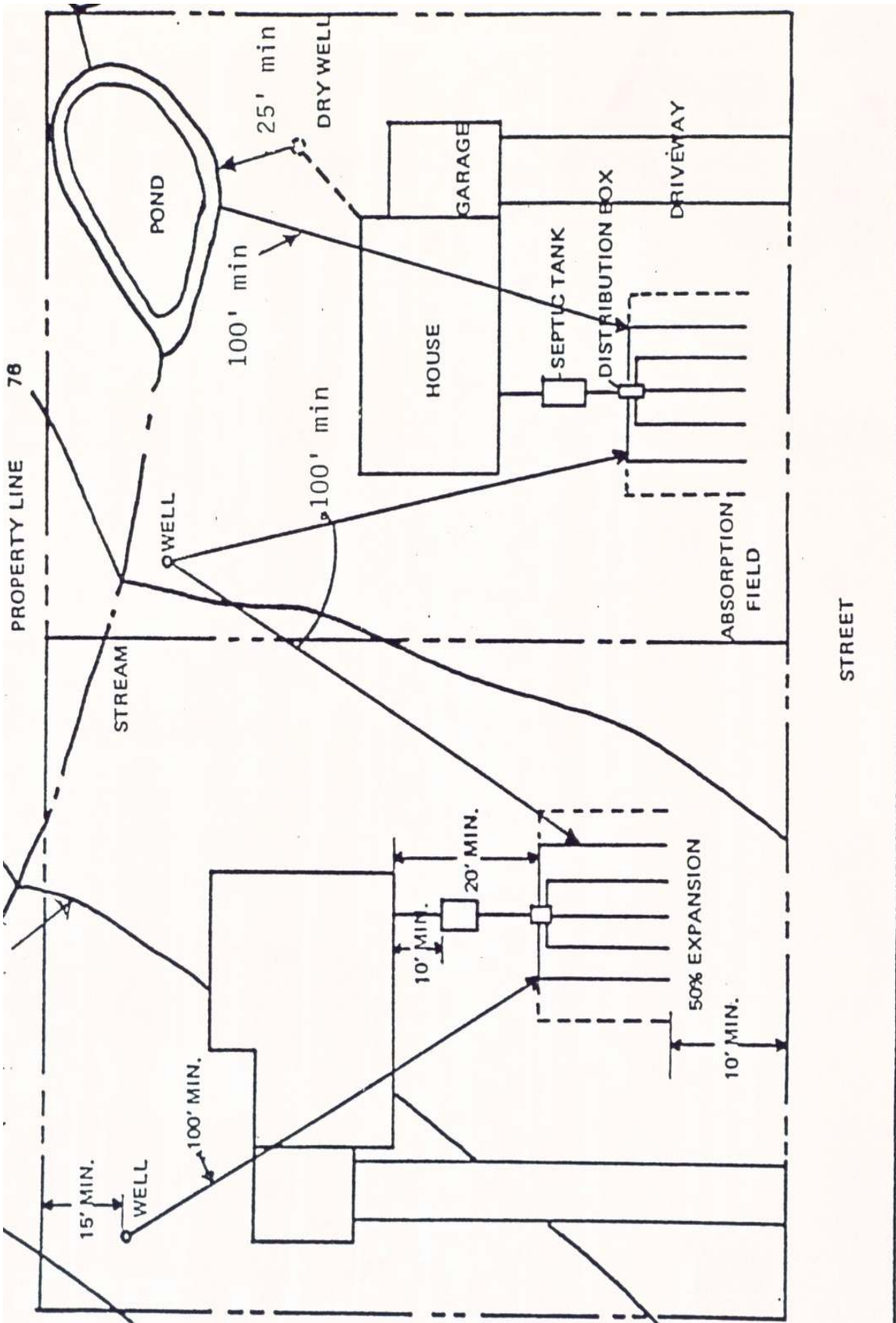


FIGURE I  
 ABSORPTION FIELD SEPARATION REQUIREMENTS

**Town of Otego**  
**SEPTIC PERMIT APPLICATION**  
For Sewage Treatment Systems

Job Location: \_\_\_\_\_

*Please note you must have a 911 address. If you don't have one call 800-409-8534 to confirm your correct address.*

Tax Map Parcel Number: \_\_\_\_\_

Owners Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Contractors Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Architect/Engineer: \_\_\_\_\_

Address: \_\_\_\_\_

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

Type of installation proposed:

New Septic System \_\_\_\_ (Need to supply an engineer's design with application )

Replacement Tank \_\_\_\_ ( Minimum tank size 1000 gallon, dual chambered)

Replace Leach Field \_\_\_\_ (Need to supply an engineer's design with application )

Drywell Replacement \_\_\_\_ (May need to supply an engineer's design with application )

**NOTE: All tanks to be dual chambered with a filter placed on the outlet side of the tank**

Your engineered design will need to provide a plot plan sketch of the proposed location of all components of your system and its relation to water wells, streams or ponds and property lines.

**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		

**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