

Town of Otego

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Bruno Bruni
Code Enforcement Officer

PO Box 455, Oneonta, NY 13820

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APPLICATION FOR A BUILDING PERMIT **WOOD and PELLET STOVES** **FIRE PLACES and CHIMNEYS**

WHAT YOU NEED TO SUBMIT FOR THIS PERMIT:

- 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.

Heating equipment (including wood and pellet stoves)– \$25.00 fee

- Proof of NYS Workmen's Compensation / Disability Insurance for ALL contractors or an exemption form. **
- Manufactures installation manual and product specification documents for stove and flue pipe(if being installed.)
- Placement of smoke detectors and carbon monoxide detectors.

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 USE THE EQUIPMENT 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:

- A final electrical inspection (if required) certificate from an electrical inspector approved by 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

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. Property 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 Misc. Structure or Equipment(example--wood stove, fireplace, chimney)

5. Describe Your Project: _____

6. Estimated Project Cost:

Estimate for the work to be performed: \$ _____

7. Estimated START date: _____

8. General Contractor

Name: _____
Address: _____
City, State, Zip: _____
Phone Number: _____

9. Electrical 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 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
(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