

# INSTRUCTIONS

- A. Please read and complete all sections of application **except** for page one.
- B. BUILDING PERMIT WILL NOT BE REVIEWED UNTIL FEE IS REMITTED
- C. Provide a complete site plan to scale, showing lot lines and buildings on the premises (if applicable to request). Provide a detailed sketch of proposed construction as will appear on parcel. **AFTER PERMIT HAS BEEN ISSUED, ANY MODIFICATIONS, ALTERATIONS OR ADDITIONS TO PLANNED PROJECT SHALL BE FORWARDED TO THE CODE ENFORCEMENT OFFICE PRIOR TO IMPLEMENTATION OF THE CHANGE, FOR REVIEW BY THIS OFFICE.**
- D. Plans and specifications shall be provided in accordance with State Education Law, Sections 7307 and 7209. This law requires that the seal and signature of a licensed architect or professional engineer be affixed to all plans except farm buildings, residential buildings of less than 1500 sq. ft. or to alterations costing less than ten thousand dollars. The Code Officer may require stamped plans at any time. (The applicant may request that the requirement of plans and specifications be waived where the work being done involves minor alterations or are otherwise unnecessary.)
- E. Provide one (1) electronic set of documents (mandatory for drawings larger than 11” x 17” and recommended for drawings 11” x 17” or smaller) and two (2) full size sets drawings of the site plan and construction documents to the Code Office for review.
- F. No work shall commence until such time that the Code Enforcement Office has issued a building permit. Such permit shall be displayed on the premises throughout the project.
- G. No new building, described under this permit application, or any part of, shall be used or occupied, until the Code Enforcement Office has issued a Certificate of Occupancy or Certificate of Compliance.
- H. The Code Enforcement Office will contact you and inform you of approval of your permit or reasons for the denial.
- I. **You are required to call 800-409-8534 for the correct 911 addressing for your project and responsible for posting the same.**
- J. The tax parcel number may be obtained by calling the Town Hall

## Permit Fees effective 09/01/2022

Residential – Stick Built	\$200 min or \$0.15 SF
Residential – Alteration / Addition	\$75 min or \$0.15 SF
Residential – Modular Home	\$200 min or \$0.15 SF
Mfg Single Wide	\$150.00
Mfg Double Wide	\$100.00 per section
Commercial	\$250 or \$0.25 SF
Commercial – Alteration / Addition	\$200 or \$0.25 SF
Septic System replacement	\$50 Res / \$150 Comm
Decks / Sheds / Garages	\$50.00
Re-Roof / Siding	\$25 Res / \$100 Comm
Pools	\$50 AG w/o deck; \$100 AG w/ deck; \$200 In
Electric / Plumbing / Heating	\$50.00 Res / \$100 Comm per unit
Fire / Safety Systems	\$100.00
Operating Permits	\$150.00 -STR per unit / \$75 all others
Change of Occupancy	\$75.00
Renewal	\$25 Res / 25% comm fee
Failure to get Permit	\$200 plus permit fee
Demolition	No fee

**TOWN OF ONEONTA**

Office of Code Enforcement

3966 St Hwy 23, PO Box A, West Oneonta, NY 13861 tel: (607)432-8606 fax: (607)432-3135  
www.townofoneonta.org

**Application for a Building Permit**

ALL ITEMS MUST BE COMPLETED OR THE APPLICATION WILL NOT BE ACCEPTED

The undersigned hereby makes an application for a permit to perform the work shown on the drawings accompanying this application and described herein. **PLEASE PRINT CLEARLY**

Tax Parcel No: \_\_\_\_\_ Building Permit Number: \_\_\_\_\_

Project Location: \_\_\_\_\_

**Owner:** \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Work Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

**Applicant:** \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Work Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

**Prime Contractor:** \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone No: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

**INSURANCE INFORMATION REQUIRED:**  
Owner Occupied Residence must file form \_\_\_\_ BP-1  
General Contractors must provide compliance with Section 57  
of the Workers Compensation Law by producing one of the  
following \_\_\_\_ C-105.2 \_\_\_\_ U-26.3 \_\_\_\_ SI-12 \_\_\_\_ C105.21  
\_\_\_\_ CE200 Exemption Certificate

**TYPE OF PERMIT:**     Building    Demolition    Electrical    Mechanical    Plumbing    Swimming Pool

**USE OF BUILDING:    RESIDENTIAL:**  One Family                      **COMMERCIAL: Proposed Use:**  
 Two or More Family  
Area of Construction \_\_\_\_\_ SF    (No. of Units \_\_\_\_\_)

**TYPE OF EXTERIOR WALL**  
 Masonry  
 Wood Frame  
 Structural Steel  
 Reinforced Concrete  
 Other/ Specify \_\_\_\_\_

**PRINCIPAL TYPE OF HEAT/FUEL SYSTEM**  
 Gas  
 Oil  
 Electricity  
 Coal  
 Other/Specify \_\_\_\_\_

**CHIMNEY / VENT SYSTEM**  
Type: \_\_\_\_\_  
Flue Size: \_\_\_\_\_  
Number of Flues: \_\_\_\_\_  
(All GAS hook-ups must be certified by the installer)

**TYPE OF FOUNDATION**  
 Masonry  
 Reinforced Concrete  
 Other / Specify \_\_\_\_\_

**TYPE OF ROOF FRAMING**  
 Wood                       Conventional  
 Metal                     Truss  
 Bar Joist  
 Other / Specify \_\_\_\_\_

**FIRE / SAFETY SYSTEMS**  
 Smoke Detectors  
 Carbon Monoxide Detector  
 Fire Sprinkler System

**BASEMENT:**  Full  Crawl Space  Partial  Finished  Slab on Grade

**ENERGY CONSERVATION CONSTRUCTION CODE**

Prescriptive Method ( Walls R-\_\_\_\_; Floor R-\_\_\_\_; Ceiling R-\_\_\_\_; Foundation R-\_\_\_\_ (depth \_\_\_\_ ft)  
 Slab Edge R-\_\_\_\_; Doors R-\_\_\_\_; Windows u-\_\_\_\_)

Res-Check (attached)  Com-Check (attached)  Other \_\_\_\_\_

**TYPE OF SEWAGE DISPOSAL**  Public or  Private  PE / RA Design Provided

Type of Tank \_\_\_\_\_ Size of Tank \_\_\_\_\_ gallons  
 Size of Leachfield \_\_\_\_\_ Size (OD) of Drywell(s) \_\_\_\_\_  
 Perc Test Results \_\_\_\_\_ inches in \_\_\_\_\_ minutes

GROUND SNOW LOAD	WIND SPEED	SEISMIC DESIGN CATEGORY	SUBJECT TO DAMAGE FROM			WINTER DESIGN TEMP	ICE SHIELD REQ'D
			WEATHERING	FROST LINE DEPTH	DECAY		
50 psf (+ 2 psf per 100 ft above 1000 ft elevation commercial)	115 mph Exp B	B	Severe	48"	Moderate	-5F	Yes

**TYPE OF WATER SUPPLY SYSTEM**  Public or  Private  Well pump capacity \_\_\_\_\_ GPM

Well Drillers Name and Address: \_\_\_\_\_

Well Drillers Certification Number: \_\_\_\_\_ Water Quality Test results  Pass  Failed

DESCRIPTION & AREA OF THIS WORK: \_\_\_\_\_

TOTAL ESTIMATED COST: \$ \_\_\_\_\_

**CERTIFICATION:** I hereby certify that I have examined this application and know the same to be true and correct, and that the work will be performed in the manner set forth in the application and in the plans and specifications filed herewith. All provisions of laws and ordinances covering this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regarding construction or the performance of construction (i.e. EPA lead regulation, asbestos regulation). State law required those engaging in hazardous employment to have workers compensation / disability coverage in effect. Your signature affirms your knowledge and understanding of this law.

**(Note: The filing of this application does not constitute a permit to commence construction)**

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Signature of Owner

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Print Name