

## Permit Instructions for a Renovation, Repair, or Addition for Town of Oneonta

I want to obtain a permit for a renovation, repair, or addition.

What do I need to apply for my permit?

These are the items you will need when you submit your permit application.

### Check List

- A completed building permit application (no permit application will be accepted unless it is completely filled out).
- Application fee (see schedule on building permit application instructions) No permit application will be reviewed without the necessary fee.
- 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.

Construction cannot begin until your permit is issued. No occupancy may occur until a certificate of occupancy is issued. Fines for violation of these requirements may be assessed.

After I receive my permit what will I need to obtain a Certificate of Occupancy?

- Your building permit MUST be posted so that it is visible from the road.
- 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 all NYS codes are complied with. +

\*\*Code Official reserves the right to require engineered stamped plans for all projects.

+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