



TOWN OF ONEONTA
CODE ENFORCEMENT OFFICE
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**I want to obtain a permit for a commercial building project.
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 and clear complete drawings of the work proposed stamped by a NYS Design Professional (no exceptions).
- Energy code compliance documents from your design professional (Com-check computer software printout or prescriptive requirements form).
- Truss certificate (stamped and signed by a design professional), if applicable (available from supplier).
- An engineered septic design or an engineered septic report on an existing system.
- Copies of other permit approvals required (i.e.; NYSDOH, NYSDEC, USACOE, etc.).

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.
- ✓ A passing bacterial water test from a certified testing laboratory.
- ✓ 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