



OTSEGO COUNTY CODE ENFORCEMENT

197 Main Street Cooperstown, New York 13326
(607) 547-4320 - FAX (607) 547-7597

Building Permit Application ****all application fees are non-refundable****

1. Road/Street Location: _____ Tax Map # _____
911 Address _____ # Acres _____

****Please note** You must have a valid 911 address, please call 800-409-8534 to confirm your correct address****

2. City/Town/Village for proposed work: _____

3. Owners name: _____
Mailing Address: _____
Home Phone: _____ Work Phone: _____

4. Contractors Name: _____
Mailing Address: _____
Telephone: _____ Cell #: _____

5. Architects Name: _____
Mailing Address: _____
Telephone: _____ Cell#: _____

6. Proposed use or occupancy of building: _____

7. Type of construction: _____ Estimated cost of construction _____

8. Work (Circle one) NEW ADDITION ALTERATION MOVE
(a) Square footage shall not include basement unless it is habitable space.
(b) Asbestos abatement study has been completed by _____ Company

9. Size (total square feet) _____ Number of Stories: _____
Maximum occupancy: _____ Dwelling units/Bedrooms _____

10. Insulation R-factors required: Sidewalls _____ Ceilings _____ Basement _____ Floors _____ Attic _____

11. Describe proposed work: _____

12. Handicapped accessibility is required: YES _____ NO _____ Well Driller's NYS Certification Number _____

13. Well Driller's Name and Address _____

14. Type of heating equipment: _____
Type of fuel: _____ All GAS hook ups MUST be certified by the installer: _____
Chimney type: _____ Size of flue: _____ Number of flues: _____

15. Type of foundation: _____ Method of insulation MUST meet NYS ENERGY CODE: _____
Will basement be heated? _____ Method of insulation: _____ R-factor: _____

16. Septic System: Type of tank: _____ Size of tank: _____ Gallons
Size of drywell: _____ or size of leachfield: _____
Perk Test results: _____ inches in _____ Minutes

If permits were issued by any of the following agencies, please enclose one copy of each:

17. All Zoning/Land Use regulations have been met. _____
18. All Department of Environmental Conservation (DEC) requirements have been met. _____
19. All NYS Health Department requirements have been met. _____
20. All requirements have been complied with concerning flood plain, subdivision, signs. _____
21. All NYS DOT (800-718-6731) and County Highway (607-547-4268) permits have been received. _____

AS OF 03/06/03- CARBON MONOXIDE ALARMS ARE REQUIRED IN ALL DWELLING UNITS

(A) The applicant shall notify the Department of any changes in the information contained in the application during the period for which the permit is in effect. A permit will be issued when the application has been determined to be complete and when the proposed work is determined to conform to the requirements of the Uniform Code. The authority conferred by such permit may be limited by conditions, if any, contained therein.

(B) A Building Permit issued pursuant to this Part shall be prominently displayed on the property or premises to which it pertains.

(C) A building permit issued pursuant to this Part may be suspended or revoked if it is determined that the work to which it pertains is not proceeding in conformance with the Uniform Code or with any condition attached to such permit, or if there has been a misrepresentation or falsification of a material fact in connection with the application for the permit.

(D) A building permit issued pursuant to this Part shall expire one (1) year from the date of issuance or upon the issuance of a Certificate of Occupancy. The permit may, upon written request, be renewed for successive one (1) year periods provided that (1) the permit has not been revoked or suspended at the time the application for renewal is made, (2) the relevant information in the application is up to date, and (3) a \$25.00 renewal fee is paid.

(E) Plans and specifications for the proposed work shall be enclosed with this application and those plans and specifications, IF REQUIRED, shall be in accordance with the State Education Law, Sections 7307 and 7209. Basically, this law requires that the seal and signature of a NYS licensed architect or professional engineer be affixed to all plans submitted except for farm buildings, one and two family residential buildings under 1500 square feet (exceptions under Otsego County Law #2).

* I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES CONCERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED 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 REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

The following steps of inspection MUST be followed:

Footing before pouring concrete _____
Foundation before backfill _____
Framing before enclosing _____
Electrical before enclosing _____
Plumbing before enclosing _____
Septic system before it is covered _____
Heating, Ventilation, Air Conditioning before enclosing _____
NYS Energy Code Package compliance _____
NYS Certified Water Test Report _____
Final Inspection for Certificate of Occupancy/Compliance _____

I DO UNDERSTAND THAT I MUST POST MY BUILDING PERMIT ON THE PREMISES.

X Signed _____ Date _____