



OTSEGO COUNTY CODE ENFORCEMENT

Mailing Address: 197 Main Street, Cooperstown, New York 13326
(607) 547-4214 FAX (607) 547-7597
https://www.otsegocounty.com/departments/code_enforcement/index.php

BUILDING PERMIT APPLICATION

****All application fees are non-refundable****

1. 911 Address: _____ Property Tax #: _____

2. Town/Village for Proposed work: _____

3. Owner(s) Name: _____
Mailing Address: _____
Email: _____ Phone: _____

4. Contractor/Supplier Name: _____
Mailing Address: _____
Email: _____ Phone: _____

5. Design Professional Name: _____
Mailing Address: _____
Email: _____ Phone: _____

6. Please check type of Work:
 New Addition Alteration Repair Replacement Move

7. Description of Work: _____

8. Type of Construction: _____ Cost of project: _____
Size: _____ Square footage: _____
Type of Foundation: _____ Number of stories: _____

9. Heating:
Type of heating equipment: _____ Type of Fuel: _____
Insulation per NYS Energy Code provided: Yes No _____
Gas hook-ups must be certified by the installer.

10. Other Mechanicals:
Engineered septic system provided: Yes No _____
Electrical system provided: Yes No _____
Electrical work requires an electrical inspection by an independent electrical inspector.

If applicable:

11. Zoning or Land use Requirements have been met: _____
12. Dept of Environmental Conservation (DEC) requirements have been met: _____
13. NYS Health Department requirements have been met: _____
14. Flood Plain and/or Subdivision requirements have been met: _____

(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/Compliance. The permit may, with permission of the Code Enforcement Official, be renewed for successive one (1) year periods provided that the permit has not been revoked or suspended at the time the application for renewal is made.

(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.

* 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.

Applicant's Signature: _____ **Date:** _____