



OTSEGO COUNTY CODE ENFORCEMENT

Mailing Address: 197 Main Street, Cooperstown, New York 13326
(607) 547-6414 FAX (607) 547-7597
<http://www.otsegocounty.com/depts/cod/>

Commercial Building Check List

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

Check List

- NYS Department of Labor – Code Rule 56 requires that all buildings require an Asbestos Survey by a certified asbestos inspector prior to demolition, renovation or removal of building components. It is the contractor's and building owner's responsibility to satisfy this requirement. Check with NYS Department of Labor.
- Land use/zoning approval, check with your town clerk.
- Any additional permit requirements, such as NYS DEC, Dept. of Health, etc.
- A completed Otsego County Building Permit Application (Applications must be completely filled out or they will not be accepted).
- An Engineered septic design **or** an engineered septic report on an existing system (if applicable).
- Proof of NYS Compensation/Disability Insurance for **ALL** contractors or an exemption.
- Detailed structural plans stamped by a NYS Licensed Design Professional (no exceptions).
- Please Contact our office at (607)-547-4214 for Fee Pricing.

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

- ✓ Your Building Permit **MUST** be posted so that it is visible from the road.
- ✓ A final electrical inspection from an Electrical Inspector Certified in Otsego County.
- ✓ Your 911 number posted in 4" numbers visible (both directions) from the road.
- ✓ Construct project to the design plans. Variations must be approved by Inspector.
- ✓ +Schedule all required inspections as listed on Building Permit.
- ✓ +A final inspection from this office to determine that all NYS Codes are complied with.

+You are responsible to schedule all inspections when required. Allow adequate time to be placed on a schedule.