

# Town of Otego

3526 State Hwy 7, Otego, New York 13825

Phone: 607-988-2698 Fax: 607-988-7081

Bruno Bruni

Code Enforcement Officer

PO Box 455, Oneonta, NY 13820

Phone: 607-433-1671 Fax 607-988-7081

[otegocodes@stny.rr.com](mailto:otegocodes@stny.rr.com)

## **APPLICATION FOR ELECTRICAL BUILDING PERMIT**

### **WHAT YOU NEED TO SUBMIT FOR THIS PERMIT (Check List):**

- ☐ This completed permit application signed by the owner (no permit application will be accepted unless it is completely filled out).
- ☐ Application fee as listed below. No permit application will be reviewed without the necessary fee.

**Residential or Commercial \$25**

- ☐ Proof of NYS Workmen's Compensation / Disability Insurance for ALL contractors or an exemption form. \*\*

- ☐ (Stamped by a NYS Design Professional for projects over \$20,000.00).\*\*\*

**Notice:** *New York State Labor Law (Article 10, Section 241 section 241.10) and the Code require a survey of the impacted portion of the building to be performed to identify the presence of asbestos prior to advertising for bids or contracting for or commencing work on any demolition/renovation work on a building. The Code requires that this survey must be sent to the local government unit responsible for issuing the demolition/renovation permit. Note that only copies of the demolition or pre-demolition survey must be sent to the Department of Labor, Asbestos Control Bureau. Also, prior to commencement of demolition/renovation work, the impacted asbestos identified in the survey must be removed. For additional information call the Asbestos Control Bureau district office in Albany, NY at 518-457-2072.*

**DO NOT START YOUR WORK** until your permit is issued. Your permit **MUST** be posted so that it is visible from the road.

**DO NOT USE THE STRUCTURE OR EQUIPMENT** until a certificate of compliance is issued.

**Fines and late fees for violation of these requirements may be assessed.**

### **What will you need to obtain a Certificate of Compliance?**

Submit a completed application for a Certificate of Compliance/Occupancy with the following items included:

- A final electrical inspection certificate from an electrical inspector approved by this office.
- All required inspections including a final inspection from this office to determine that your project is in compliance with all applicable NYS building codes. \*

\* – 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

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

**Town of Otego**  
**APPLICATION FOR AN ELECTRICAL PERMIT**

**1. Project Location**

Tax Map Number: \_\_\_\_\_

Number and Street Address: \_\_\_\_\_

**NOTE: You must have a valid 911 address. Call 1-800-409-8534 to confirm or receive your address.**

**2. Uses**

One-family dwelling      Two-family dwelling      \_\_\_ Unit-Multiple dwelling  
Non-Residential Building      \_\_\_ car attached garage      Other \_\_\_\_\_

**3. Owner Identification**

Owner's Name: \_\_\_\_\_

Address of owner: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell #: \_\_\_\_\_

**4. Nature of Proposed Construction or Improvement (check all that apply)**

Conversion      Addition      Alteration      Repair/Replacement  
Relocation

**5. Describe Your Project:** \_\_\_\_\_

\_\_\_\_\_

**6. Type of equipment installed :**

Quantity	Type	Quantity	Type
_____	Receptacles	_____	No. Of Services/Size in amps _____
_____	Switches	_____	No. Of Subfeeds / Size in amps _____
_____	Light Fixtures	_____	Range _____ Dishwasher _____
_____	Smoke Detectors	_____	Dryer _____ GFCI _____
_____	Heating Units	Type Heating Unit	___OIL ___GAS ___ELECTRIC ___WOOD

Other (specify) \_\_\_\_\_

**7. Contractor**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

8. \_\_\_\_\_ **Contractor** Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

**IMPORTANT NOTICES-----READ BEFORE SIGNING.**

1. Work conducted pursuant to a building permit must be visually inspected by the Code Enforcement Officer and must conform to the New York State Uniform Fire Prevention and Building Code, the Local Laws of the Town of Otego , and all other applicable codes, rules or regulations.
2. It is the owner's responsibility to contact the Code Enforcement Officer at 607-433-1671 (Mon. thru Thurs. 1 p.m. to 6 p.m.) at least 48 hours before the owner wishes to have an inspection conducted. More than one inspection may be necessary. This is especially true for "internal work" which will eventually be covered from visual inspection by additional work (i.e. electrical work later to be covered by a wall).
3. OWNER HEREBY AGREES TO ALLOW THE CODE ENFORCEMENT OFFICER TO INSPECT THE SUFFICIENCY OF THE WORK BEING DONE PURSUANT TO THIS PERMIT, PROVIDED HOWEVER, THAT SUCH INSPECTION(S) IS (ARE) LIMITED TO THE WORK BEING CONDUCTED PURSUANT TO THIS PERMIT AND ANY OTHER NON WORK-RELATED VIOLATIONS WHICH ARE READILY DISCERNIBLE FROM SUCH INSPECTION(S).
4. Work undertaken pursuant to this permit is conditioned upon and subject to any state and federal regulations relating to asbestos material.
5. This permit does not include any privilege of encroachment in, over, under, or upon any city street or right-of-way.

I, \_\_\_\_\_, the above-named applicant, hereby attest that I am  
(Print your name)

the lawful owner of the property described within or am the lawful agent of said owner and affirm under the penalty of perjury that all statements made by me on this application are true.

\_\_\_\_\_  
(Sign your name)      Date: \_\_\_\_\_

**OFFICIAL USE ONLY**

Date Received: \_\_\_\_ / \_\_\_\_ / \_\_\_\_    Received by: \_\_\_\_\_    Building permit fee collected: \$ \_\_\_\_\_  
CO fee collected: \$ \_\_\_\_\_  
Special approval needed by:      Zoning Board      Planning Board      NYS DEC      NYS DOH

Town of Otego

APPLICATION FOR  
CERTIFICATE OF OCCUPANCY/COMPLIANCE

**Tax Map Number:** Section: \_\_\_\_\_ Block: \_\_\_\_ Lot: \_\_\_\_\_

To the Code Enforcement Officer, Town of Otego, New York:

Having complied with the provisions of the codes of the Town of Otego with respect to the filing of any necessary plans and specifications, meeting all inspection requirements for work performed under Building Permit Number \_\_\_\_\_ on the parcel listed above, and having an address of

\_\_\_\_\_, I hereby apply for a Certificate of Occupancy/Compliance as required under Town Law and the New York State Fire Prevention and Building Code.

I hereby certify that the above statements and data are correct and true to the best of my knowledge and belief.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_