

# TOWN OF OTISCO

## APPLICATION FOR BUILDING PERMIT

APPLICATION FEE - \$25.00

BUILDING PERMIT IS AN ADDITIONAL FEE

*FOR TOWN USE ONLY*

Permit No. \_\_\_\_\_

Date Submitted \_\_\_\_\_

Tax Map No. \_\_\_\_\_

Occupancy \_\_\_\_\_

Date Approved \_\_\_\_\_

Construction \_\_\_\_\_

Date Denied \_\_\_\_\_

Permit Fee \$ \_\_\_\_\_

Watershed \_\_\_\_\_

Sub-Division \_\_\_\_\_

\_\_\_\_\_  
*Approved By*

### PRINT IN INK OR TYPE CLEARLY AND FILL IN ALL PLACES THAT APPLY

Application is hereby made to the Code Enforcement Officer for the issuance of a Building Permit pursuant to all applicable codes, ordinances and laws regulating and governing the erection, construction, enlargement, addition, alteration, repair, replacement, improvement, removal, demolition, conversion, and/or change in the nature of the occupancy of any building of structure within the boundaries of the Town of Otisco.

1. Name of Property Owner \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_ Other: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

2. Address of Property: \_\_\_\_\_

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

3. Name of Applicant for Permit: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_ Other: \_\_\_\_\_

4. Architect or Engineer of Record: \_\_\_\_\_

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

Daytime Phone: \_\_\_\_\_

5. General Contractor/Construction Manager: \_\_\_\_\_

(IF OWNER doing *all* work under this Permit Application check here )

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

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

*(Contractor to attach a copy of worker's compensation and disability insurance or NYS exemption certificate.)*

**6. NATURE OF WORK.**

(check all that apply):

- New structure     Addition     Alteration/Repair     Deck/Patio
- Sign     Fireplace/Stove     Move Building     Shed
- Fence/wall     Chimney     Swimming Pool/Hot Tub     Pole Barn
- Shoreline Structure (D.E.C./Syracuse Watershed Approval Needed)
- Manufactured Home (Separate form)     Demolition Permit (separate form)
- Conversion of seasonal residence to year round residence
- All others \_\_\_\_\_

**7. PROPOSED CONSTRUCTION.**

Residential Information

New Construction: total square feet of project: \_\_\_\_\_

Existing dwelling: total square feet of project: \_\_\_\_\_

Sheds: total square feet of project: \_\_\_\_\_

Decks/Patio: total square feet of project: \_\_\_\_\_

Commercial Information

Total square feet of project: \_\_\_\_\_

**8. DESCRIPTION OF PROJECT.**

Set forth a narrative description of the proposed project. Describe **in detail** the work to be done and/or the proposed use, including use and size of all items checked in number 6 above. If the space allowed is insufficient, attach addendum sheets as may be necessary:

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**9. ADDITIONAL INFORMATION.**

Applicant's Preliminary Statement of Potential Environmental Impact Required. Every applicant for a building permit or other Town approval involving the construction or renovation of structures, or the subdivision or development of real property in the Town of Otisco, shall complete and file a Preliminary Statement of Potential Environmental Impact with the Town of Otisco by completing the form required by the Town of Otisco, simultaneously with the submission of the application.

Other Information Required:

- a) Area of lot \_\_\_\_\_ (Acre = 43,560 square feet)
- b) Setbacks:       Principal:   Front: \_\_\_\_\_ Rear: \_\_\_\_\_ Left: \_\_\_\_\_ Right: \_\_\_\_\_  
                  Secondary/Accessory:   Front: \_\_\_\_\_ Rear: \_\_\_\_\_ Left: \_\_\_\_\_ Right: \_\_\_\_\_
- c) Building height from average grade to highest point of roof: \_\_\_\_\_
- d) Is property located in Flood Zone?                            Yes                            No
- e) Are there any easements on the property?                            Yes                            No
- f) Are there any wetlands on the property?                            Yes                            No
- g) Is the property located in the Otisco Lake Watershed?                            Yes                            No

10. **OTHER.**

- A. The applicant shall notify the Codes Enforcement Office of any changes in the information contained in this 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 ordinances of the Town of Otisco, New York and NYS Uniform Fire Prevention and Building Code and Energy Conservation Construction Code. The authority conferred by such permit may be limited by conditions set forth in the permit.
- B. A building permit may be suspended or revoked if it is determined that the work to which it pertains is not proceeding in conformance with the ordinances of the Town of Otisco, the NYS Uniform Fire Prevention and Building Code and Energy Conservation Construction 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.
- C. A building permit shall expire 12 months from the date of issuance or upon the issuance of a Certificate of Occupancy (other than a temporary Certificate of Occupancy) whichever comes first. Building permit may be renewed by the Code Enforcement Officer.
- D. Building plans/survey/site plan required - stamped plans are required if construction value is \$20,000.00 or more, or if 1,500 sq. ft. or more is involved in the project to which the permit applies.
- E. **Survey as Built** — For any area variances or special permits you will be required to have an as built survey for a foundation before any other construction can commence.
- F. Septic permit if required issued through Onondaga County Health Department
- G. Electrical inspections to be performed at the owner's expense by certified contractors approved by the Codes Enforcement Officer.

**CERTIFICATION.**

The undersigned hereby affirms under the penalty of perjury that to the best of his/her knowledge and belief the information given and accompanying this application is accurate and true. The applicant agrees to comply with all applicable laws, ordinances and regulations; that all statements contained in this application are true to the best of his/her knowledge and belief and that all work will be performed in the manner set forth in the application and in the plans and specifications filed therewith.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Name Printed

(\_\_\_\_\_)\_\_\_\_\_  
Phone

\_\_\_\_\_  
E-Mail

NEW YORK STATE ENERGY CONSERVATION CONSTRUCTION CODE

I certify that the plans and specifications submitted with the application for Building/Land Use or Special Permit in the Town of Otisco by:  
\_\_\_\_\_, a licensed professional.

Said plans are: \_\_\_\_\_ in compliance with the NYS Energy Construction Code.  
\_\_\_\_\_ exempt from the following sections of the Code:

\_\_\_\_\_

DATE: \_\_\_\_\_

Signature: \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Job Site \_\_\_\_\_

For one-family residential units, the plans and specifications should include but not be limited to the following:

1. Heating degree days
2. U-Value for roof, opaque walls, windows, doors, floors, above-grade and below-grade basement walls as appropriate
3. Description of materials to be used in building envelope construction
4. Specifications that windows shall meet infiltration requirements
5. Fireplace design, if applicable
6. Specification that heating equipment shall meet applicable energy efficient standards
7. Specification that the thermostat be capable of meeting that minimum required range
8. Specification that water heater shall meet energy efficient requirements

SPECIFICATIONS AND DESCRIPTIONS OF MATERIALS

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**Affidavit of Exemption to Show Specific Proof of Workers' Compensation Insurance Coverage for a 1, 2, 3 or 4 Family, Owner-occupied Residence**

*\*\*This form cannot be used to waive the workers' compensation rights or obligations of any party. \*\**

**Under penalty of perjury**, I certify that I am the owner of the 1, 2, 3 or 4 family, **owner-occupied** residence (including condominiums) listed on the building permit that I am applying for, and I am not required to show specific proof of workers' compensation insurance coverage for such residence because (please check the appropriate box):

- I am performing all the work for which the building permit was issued.
- I am not hiring, paying or compensating in any way, the individual(s) that is(are) performing all the work for which the building permit was issued or helping me perform such work.
- I have a homeowners insurance policy that is currently in effect and covers the property listed on the attached building permit AND am hiring or paying individuals a total of less than 40 hours per week (aggregate hours for all paid individuals on the jobsite) for which the building permit was issued.

I also agree to either:

- ◆ acquire appropriate workers' compensation coverage and provide appropriate proof of that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit if I need to hire or pay individuals a total of 40 hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on the building permit, or if appropriate, file a CE-200 exemption form; OR
- ◆ have the general contractor, performing the work on the 1, 2, 3 or 4 family, **owner-occupied** residence (including condominiums) listed on the building permit that I am applying for, provide appropriate proof of workers' compensation coverage or proof of exemption from that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit if the project takes a total of 40 hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on the building permit.

\_\_\_\_\_  
(Signature of Owner)

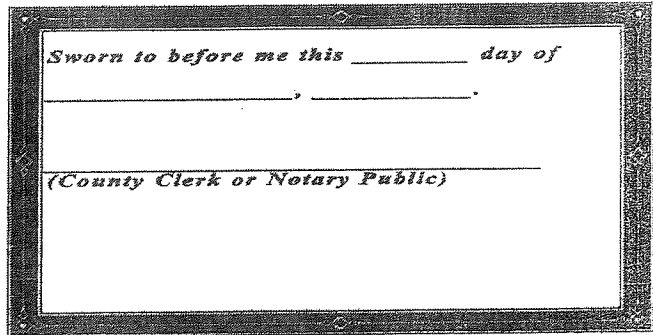
\_\_\_\_\_  
(Date Signed)

\_\_\_\_\_  
(Owner's Name Printed)

Home Telephone Number \_\_\_\_\_

Property Address that requires the building permit:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Once notarized, this BP-1 form serves as an exemption for both workers' compensation and disability benefits insurance coverage.

BP-1 (12/08)

**TOWN OF OTISCO SCHEDULE OF  
FEES FOR IMPLEMENTATION OF CONSTRUCTION CODE**

**February 1, 2013**

Up to \$2,000.....	\$84.00
\$2,001 to \$25,000.....	\$84.00 for the first \$2,000 plus \$4.50 for each additional \$1,000 or fraction thereof.
\$25,001 to \$50,000.....	\$199.00 for the first \$25,000 plus \$3.50 for each additional \$1,000 or fraction thereof.
\$50,001 to \$100,000.....	\$299.00 for the first \$50,000 plus \$2.50 for each additional \$1,000 or fraction thereof.
\$100,001 to \$399,999.....	\$424.00 for the first \$100,000 plus \$2.50 for Each additional \$1,000 or fraction thereof.
\$400,000 and/or 4,000 sq. ft and up.....	Determined by square footage @ \$.36 per square foot.
All inspections required for mobile home installations (excluding modular). .....	\$125.00
Installation of swimming pools.....	\$100.00
Installation of wood stove or similar unit.....	\$125.00
Chimney inspections (new construction).....	\$100.00

RENEWING BUILDING PERMITS: In the event that a building permit must be renewed (original valid for one year), a fee equal to 50% of the original building permit fee will be charged prior to re-issuance. Building permits can be renewed three concurrent times only. At that expiration, application for a new building permit with associated fees will be instated.

Fees are based on the construction factor as follows:

*Decks: \$12.50 per square foot.*

*Pole Barn: \$25.00 per square foot.*

*Residential Homes (new): \$120.00 per square foot.*

*Commercial & Residential Construction (New) over 4,000 square feet: \$0.36 per square foot*

*Remodeling: \$60.00 to \$90.00 per square foot (determined by type & degree)*

*Remolding over 4,000 square feet: \$0.18 per square foot.*



**Town of Otisco**  
**Applicant's Preliminary Statement of Potential Environmental Impact**

**Instructions:**

Every applicant for a Building Permit or other Town approval involving the construction or renovation of structures, or the subdivision or development of real property in the Town of Otisco, shall complete and file this Statement with the Town of Otisco Town Clerk simultaneously with the submission of an application. The Town of Otisco Codes Enforcement Officer shall, within a reasonable period of time, review this Statement and shall make a determination as to whether the proposed construction, renovation or development (hereinafter referred to as an "Action") may, or may not, have a significant impact on the environment, and/or whether the Town has other concerns relative to the proposed Action. In making this determination, the Town of Otisco Codes Enforcement Officer may either approve the application based upon the information provided by the applicant, below, or may require the applicant to provide additional information or documentation, **or may** require the applicant to meet with Town officials and/or appear before the Town Board or at Public Hearings for discussion, prior to making a determination relative to the proposed Action.

Additional sheets may be attached as needed to provide complete information.

***\*\* Note \*\* Incomplete responses, or responses stating "Not applicable" or "NA" or "Unknown" relative to information identified as "Required", below, shall not be sufficient to enable the Town to make an appropriate or timely determination relative to potential environmental or other impacts and will delay the processing of an application.***

*Required Information:*

Please type or clearly print the following information:

1. Applicant's Full Name:

\_\_\_\_\_

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

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

Address of Property to be affected: \_\_\_\_\_

\_\_\_\_\_

2. Full name of title owner of property to be affected:

\_\_\_\_\_

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

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

3. Describe in detail the nature of the proposed Action:

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4. Does the proposed Action include the subdivision of land involving 30 or more lots, either currently or as may be anticipated by the applicant during the period of 10 years immediately following the date of this Statement?

Yes

No

5. Will the proposed Action affect 10 or more acres, either currently or as may be anticipated by the applicant during the period of 10 years immediately following the date of this Statement, and include, in whole or in part, single or multi-family residential homes, apartments, including garden apartments, town houses or condominiums, or any combination thereof?

Yes

No

6. Will the proposed Action affect 10 or more acres, either currently or as may be anticipated by the applicant during the period of 10 years immediately following the date of this Statement, and include, in whole or in part, commercial, industrial, agricultural or other non-residential uses?

Yes

No

7. If the response to questions 4, 5 or 6, above is "Yes", specify the number of lots or acres involved and identify the number of units and each type of use as planned:

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8. State whether the proposed Action will have, or may potentially have any impact on the environment, and, if so, identify each such environmental impact:

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10. State whether the proposed Action will have any impact or effect on Town or County roads or other municipal or private property and, if so, identify each such impact:

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11. State whether the proposed Action may result in an increase in the volume of vehicular traffic utilizing Town or County roads, either during development or after completion of development, and, if so, state the anticipated increase in the volume of traffic and the roads affected:

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*Optional:*

State whether, in the applicant's view, the proposed Action will, or will not have a significant effect on the environment, and state the reasons for such opinion:

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Provide any additional information or considerations that the applicant desires to provide relative to this Statement, if any:

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**Attach additional sheets, drawings, plans, maps or other information or documentation to depict the proposed Action.**

*Required:*

List each additional sheet, drawing, plan, map or additional information or documentation being provided with this Statement, if any:

_____	_____
_____	_____
_____	_____

X \_\_\_\_\_ Date: \_\_\_\_\_  
Applicant's Signature

**\*\*\* Fees:** Application fees for permits or approvals are as set forth in the application materials obtained from the Town. In addition, if a response was "Yes" to questions 4, 5, or 6, above, an additional fee of \$150.00 must be submitted with this Statement to defray the Town's cost of its preliminary analysis of the proposed Action.

*Note: Pursuant to Local Law, the continued processing of an application involving certain types of Actions may be subject to the payment of additional fees and costs as provided by Local Law.*

Applicable applications and application fees, and this Statement and Statement fee, if applicable, should be submitted to:

**Town of Otisco  
1924 Barker Street  
Tully, NY 13159  
(315) 696-4676**