

VILLAGE OF OWEGO DPW

20 Elm St

Owego NY 13827

607-687-1221

Email: owegodpw@hotmail.com

Fax: 607-687-1062

INSTRUCTIONS TO APPLICANTS FOR BUILDING/ZONING PERMITS

Village of Owego Code 92-4: A building permit shall be required for all construction, repairs or renovations regardless of the value of such construction, repairs or renovations; however, no fee for such building permit will be charged if the value of such construction, repairs or renovations, as determined by the Village of Owego Code Enforcement Officer, is less than \$1,000.

Please prepare this application by completing all the necessary sections. Applications for interior projects may not require items below. Consult the Code Enforcement Officer if you need assistance completing this application.

*****SIGN AND DATE THE APPLICATION ON PG. 3, NOTARIZE YOUR SIGNATURE IF YOU ARE NOT THE PROPERTY OWNER*****

MUST be accompanied by the following items:

1. For new construction, additions or outbuildings, a property survey, **that is to scale**, showing the locations of:
SURVEYS MUST SHOW FRONT RIGHT-OF-WAY LINE
 1. All existing buildings and structures on the property and their dimensions.
 2. All buildings and structures on adjacent lots, within 25' of the property lines.
 3. Parking areas, paved areas, driveways, patios and decks with dimensions.
 4. Special easements and right-of-way's if applicable.
 5. Site plan with table of required, existing and proposed setbacks and lot coverage.
 6. All property line dimensions: front, left and right sides and rear.
 7. All distances (setbacks) from existing building(s) on the property to the lot lines in #5.
 8. All distances (setbacks) from the proposed work to the property lines.
 9. All distances from the proposed work to existing buildings/structures on the property.
 10. Distance from the adjacent lot's structures (#2) to the nearest shared or common lot line.
2. Check payable to the: **Village of Owego**; Building Permit fees are set according the Village of Owego Code Chapter A199, Fees. Please call Code Enforcement Officer for permit fees.
3. Complete and up to date set of Builders Plans, floor plans or drawings that show all exterior elevations (side views) of the proposed work. All projects costing over \$10,000 or over 1,500 sf **MUST** have plans stamped by a NYS licensed architect or engineer. This requirement for other projects is at the discretion of the Code Enforcement Officer.
4. All building projects that require a Certificate of Occupancy (additions, alterations to, or erection of habitable structures) a Certificate of Occupancy application **MUST** accompany a building/zoning permit application.
5. All applications regarding pools, garages, additions and dwelling units **MUST** include Drainage and Grading plans. (to include: gutter discharge, existing and proposed topography, underground utilities and first floor elevations)
6. All applications **MUST** include a current copy of the contractors or homeowners Liability Insurance and a current copy of Workers Compensation Insurance Certificate or Exemption Certificate. Homeowner Workers Compensation for #BP-1 or contractors Workers Compensation Form #CE-200 are available on the NYS Workers Compensation website (per Section 125 of the General Municipal Law).
7. All applications must include a detailed copy of the job proposal or contract **SIGNED BY THE PROPERTY OWNER** for work to be performed including an accurate project cost.
8. **All applications regarding decks and patios shall have an as built survey furnished to the Code Enforcement Officer upon project completion.**

VILLAGE OF OWEGO DPW

607-687-1221
Email: owegodpw@hotmail.com

20 Elm St
Owego NY 13827

Fax: 607-687-1062

9. All applications regarding pools, garages, additions and dwelling units **MUST** first be “staked out” prior to a Planning Board hearing (if required) or before a Building Permit is issued. **As built surveys for pools, garages, additions or dwelling units shall be furnished to the Code Enforcement Officer prior to a Building Permit being issued.**
10. Foundation “as built survey” **MUST** be provided to the Code Enforcement Officer prior to decking and walls being erected. “As Built Survey” to include top of the foundation wall; first floor elevation’ and location of all outside corners.
11. **WORK SHALL NOT START UNTIL THE CODE ENFORCEMENT OFFICER HAS ISSUED A BUILDING PERMIT.**
12. All existing and proposed buildings must meet the minimum insulation standards of the Energy Conservation Code of NYS before converting to or extending the use of electric heat appliances. **No building may use total electric heat where natural gas service is available.**
13. All work is to be in compliance with NYS building, construction, safety and mechanical codes and all applicable codes and ordinances of the Village of Owego.
14. The Code Enforcement Officer may require additional drawings, plans, documents or specifications that he/she deems appropriate per *Village of Owego Code 92-4D*.
15. The Code Enforcement Officer shall be notified at least **48 hours in advance** of any work requiring site inspections.
16. If you are demolishing a structure, you **MUST** call the Sewer Department at 687-2282 to arrange a visual check that the sewer has been capped before covering over the sewer line.

VILLAGE OF OWEGO DPW

607-687-1221
Email: owegodpw@hotmail.com

20 Elm St
Owego NY 13827

Fax: 607-687-1062

Application for a Building/Zoning Permit (page 1 of 3)

Date of Application _____ Permit Date and Number _____

Name of Applicant _____

Address of Applicant _____

Applicant's Email _____ Contact # _____

Address of worksite _____

Name of Property Owner (if different from applicant) _____

Property Owner Address _____

Property Owner Email _____ Contact # _____

Type of Work Proposed:

New Structure	Addition	Alteration	Swimming Pool	Repair
Fence/Wall	Roof	Demolition	Occupancy	Other

Square Footage of new work _____ Accurate Project Cost _____

Describe the work proposed: _____

If your roof replacement includes underlying support structures, a building permit is required. Please provide replacement material type and expected life:

If you are removing any type of asbestos (roof shingles, siding, flooring, etc.) please provide where you are disposing of the materials:

Zoning District (choose **one** from dropdown list):

Tax Map Number _____ Square footage of lot _____

Existing use of lot _____ Proposed use of lot _____

VILLAGE OF OWEGO DPW

607-687-1221
Email: owegodpw@hotmail.com

20 Elm St
Owego NY 13827

Fax: 607-687-1062

Application for a Building/Zoning Permit (page 2 of 3)

STRUCTURE INFORMATION: (check all that apply)

- Single Family Two Family Multi-Family Garage Commercial
- Industrial Accesory Building Other

Existing Use _____ Proposed Use _____

LOT INFORMATION: Indicate in box North South East West

Setbacks - Existing Structure

(Distances from structure to property or lot lines)

Setbacks – Proposed work

Front Yard _____ ft.

Front Yard _____ ft.

Left Side Yard _____ ft.

Left Side Yard _____ ft.

Right Side Yard _____ ft.

Right Side Yard _____ ft.

Rear Yard _____ ft.

Rear Yard _____ ft.

New connection for: (Yes/No) Sewer _____ Electric Service _____ Storm Sewer _____

Does the proposed work/structure comply with the Energy Conservation Construction Code?

FLOODPLAIN INFORMATION:

Is the structure or building site located in the flood hazard area?

If you answered Yes, have you completed a floodplain development permit application?

If you answered Yes, do you have an elevation certificate ?

VILLAGE OF OWEGO DPW

607-687-1221
Email: owegodpw@hotmail.com

20 Elm St
Owego NY 13827

Fax: 607-687-1062

Application for a Building/Zoning Permit (page 3 of 3)

Architect's Name _____

Architect's Address _____

Contractor/Builder Name _____

Contractor's Phone # _____

Contractor's Address _____

Contractor's Email _____

The applicant declares that the information contained in this application, and the plans, specifications and other supporting materials submitted in support of this application is true and has made such representations to induce the Village of Owego to issue a Building/Zoning Permit and the applicant will comply with all laws, codes and ordinances controlling this work.

Date _____ Signature _____

Print Applicant's Name _____

Affidavit of Owner or Applicant

(To be completed if application is not made by the property owner)

STATE OF NEW YORK)
)
SS: COUNTY OF TIOGA)

On this _____ day of _____, 20____; _____

personally appeared before me.

NOTARY PUBLIC

VILLAGE OF OWEGO DPW

20 Elm St

Owego NY 13827

607-687-1221

Email: owegodpw@hotmail.com

Fax: 687-687-1062

APPLICATION CHECK LIST

***** SEE INSTRUCTIONS FOR DETAILS *****

APPLICABLE

PROVIDED

COMPLETED AND SIGNED BUILDING PERMIT APPLICATION

APPLICATION SIGNATURE NOTARIZED IF YOU ARE NOT THE PROPERTY OWNER

PROPERTY SURVEY (NOT A SITE PLAN)

ASBESTOS/LEAD SURVEY REPORT

DRAINAGE AND GRADING PLAN

LIABILITY INSURANCE AND WORKERS COMPENSATION

BUILDING PLANS OR FLOOR PLANS AND ELEVATIONS

SITE PLAN

COPY OF JOB PROPOSAL (DESCRIPTION) AND PROJECT COST

CHECK PAYABLE TO THE VILLAGE OF OWEGO OR CASH

PROVIDE EVIDENCE OF PRIOR OHPC, ZONING VARIANCES AND SITE PLAN APPROVALS

COMPLETED FLOODPLAIN DEVELOPMENT PERMIT APPLICATION

ELEVATION CERTIFICATE

***** ALL INCOMPLETE APPLICATIONS WILL BE RETURNED *****

607-687-1221
Email: owegodpw@hotmail.com

VILLAGE OF OWEGO DPW
20 Elm St
Owego NY 13827

Fax: 607-687-1062

Building/Zoning Application Review Sheet

Date Received _____ Tax Map Number _____

Applicant's Name _____

Address of Worksite _____

Permit Fee Date Received _____ Amount Received _____

Additional Info. Requested _____

Date Review Completed _____ Signature _____

Application Status:

Approved

Denied

Reasons for Denial – Does not comply with the following:

Density Control Schedule for Zoning District (choose one):

Front Yard Setback

Side Yard Setback, Left

Side Yard Setback, Right

Rear Yard Setback

Maximum Lot Coverage

Both Side Yards Combined

Lot Area and Width Other Density Control Schedule _____

Article XIX, Non-conforming Buildings, Structures and Uses, Extension or Expansion

Accessory Buildings, distance to lot lines or structures

Permitted Use according to Zoning District (choose one):

Other Sections of the Zoning Code

And/or Needs:

Certificate of Approval from the Owego Historic Preservation Commission, Village Code Chapter 126, Section 7

Site Plan Review approval from the Planning Board

Special Use Permit from the Zoning Board of Appeal

Tioga County Planning Board Recommendation

Permit Number _____

Date Issue _____

Planning Board Review _____

ZBA Approval _____

Tioga County Planning Bd _____

OHPC Approval _____ # _____