Permit Instructions for a Modular Home for Town of Oneonta

I want to obtain a permit for a modular home. What do I need to apply for my permit?
These are the items you will need when you submit your permit application.

Check List

- A completed building permit application (no permit application will be accepted unless it is completely filled out).
- Application fee (see schedule) No permit application will be reviewed without the necessary fee.
- Proof of NYS Workmen's Compensation / Disability Insurance for ALL contractors or an exemption.++
- Planning Board / ZBA approvals as required.
- Site plan (to scale).**
- Complete drawings and plans stamped by a NYS Design Professional.
- Energy code compliance documents from your design professional (Res-Check computer software printout or prescriptive requirements forms).
- NYS design approval letter from NYS Department of State (obtain from your home mfg).
- An engineered septic design or an engineered septic report on an existing system.

Construction cannot begin until your permit is issued. No occupancy may occur until a certificate of occupancy is issued. Fines for violation of these requirements may be accessed.

After I receive my permit what will I need to obtain a certificate of occupancy?

- Your building permit MUST be posted so that it is visible from the road.
- A final electrical inspection certificate from an electrical inspector approved by this office.
- A passing bacteriological water test from a certified testing laboratory.
- An "as-built" certification for your septic system from a design professional.
- Your 911 number posted in 4" numbers visible (both directions) from the road.
- All required inspections including a final inspection from this office to determine that all NYS Codes are complied with.+

   **Code official reserves the right to require engineered stamped plans for all projects.
   +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