



TOWN OF ONEONTA
CODE ENFORCEMENT OFFICE
3966 State Highway 23, P.O. Box A
West Oneonta, New York 13861
(607) 432-8606 Tel (607) 432-3135 Fax
www.townofoneonta.org

Plans / document required submissions for applications and permits to the Code Enforcement Office, Planning Board, and Zoning Board of Appeals:

Code Office submissions:

1. Application form and fee
2. Copies of Workers Compensation, Disability, Liability Insurance certificates as required by State statute
3. Supporting documentation (specifications, shop drawings, Manufacturer's instructions, etc.)
4. Drawings (to include)
 - a. One (1) electronic set of documents. Mandatory for drawings larger than 11" x 17", and recommended for drawings 11" x 17" or smaller.
 - b. Two (2) full size sets, wet seal and signature as required by education law

Planning Board submissions:

1. Application, fee, SEQRA form, Disclosure form
2. Copies of any supporting documentation
3. Drawings (to include)
 - a. One (1) electronic set of documents. Mandatory for drawings larger than 11" x 17", and recommended for drawings 11" x 17" or smaller.
 - b. Two (2) full size sets, wet seal and signature as required
 - c. Eight (8) reduced size sets for code office and planning board use

Zoning Board of Appeals Board submissions:

1. Application, fee, SEQRA form, Disclosure form
2. Copies of any supporting documentation
3. Drawings (to include)
 - a. One (1) electronic set of documents. Mandatory for drawings larger than 11" x 17", and recommended for drawings 11" x 17" or smaller.
 - b. Two (2) full size sets, wet seal and signature as required
 - c. Six (6) reduced size sets for code office and zoning board of appeals use