

***Village of Odessa- Code Enforcement***  
**300 East Main Street, Odessa, NY 14869**  
**Cell: (607) 481-8663                      Fax: (607) 594-4282**  
**E-Mail: Clerk@nyvillageofodessa.com**

**NO WORK SHALL START PRIOR TO A PERMIT BEING ISSUED OF FINES WILL BE ASSESSED**

**TO: Building Permit Applicants**

Building Permits are required for: Any structural, electrical or mechanical work to an existing Building. Additions to existing buildings, installations of manufactured homes, renovations, any residential/commercial construction and any detached storage building over 120 square feet.

**THE FOLLOWING ITEMS ARE REQUIRED WHEN FILING FOR A PERMIT:**

1. The **APPLICATION FOR CONSTRUCTION/INSPECTION** form: completed and signed
2. **FEE** for permit: **Cash, Check, and Money Order payable to VILLAGE OF ODESSA**  
See fee schedule
3. **Two STAMPED SETS OF PLANS** including materials list, and contracted scope of work (approved/signed by a NYS licensed Engineer or Architect) required for residential construction **over 1500 square feet or \$20,000.00**, manufactured home roofs or any commercial application according to NYS Education Law. Consult the Code Enforcement Officer regarding alterations, conversions and additions.
4. **MANUFACTURED HOMES – REQUIRES CERTIFIED INSTALLER** - year, make and/or model, HUD number, and dimensions must be provided. Drawings of footers, piers or supports as specified by manufacturer must be provided. Used homes without a HUD number require a relocated home inspection for electric, heat, plumbing and structure. Concrete pads require Architect/Engineer's stamped plan.
5. **Two DETAILED SKETCHES** are required when stamped plans are not. For proposed building showing framing detail, headers, span-widths, spacing's, window/door sizes, foundation, roof trusses, cost estimate and a materials lists.
6. **SEPTIC SYSTEM PERMIT** is required for new construction, certain alterations or installations. Contact Schuyler County Watershed at phone 607-535-6868; FAX 607-535-6867.
7. **SITE PLAN** – a sketch showing location of new or existing buildings, wells, septic, overhead power, local and State roads. Distances to property lines must be shown. If necessary, provide Flood Plain/Elevation Certificate. Must meet Village of Odessa Zoning regulations. Contact NYS DOT or Highway Supervisor for regulated road set backs
8. **INSURANCE CERTIFICATE** – proof of Workmen's Compensation Insurance is required for all Contractors' with employees. If exempt, an Affidavit of Exemption (WC/DB Exemption Form CE200) must be completed. General Contractor must be listed on Construction Specification sheet.
9. **SWIMMING POOLS** – permit required if 24" deep or more. In-ground and all soft-sided pools (more than 24" deep) must be fenced. Electrical inspections are **REQUIRED** (Complete separate Pool Permit and review Pool regulations attached to pool permit)
10. **FIRE/HOUSE NUMBER** – contact Schuyler County Emergency Management at 607-535-8200 to obtain a fire/house number – 4" tall fire numbers are required before certificate of occupancy is issued.

**ELECTRIC** – Must be inspected by a National Certified Third Party Electrical Inspector .

**THE SAME ELECTRICAL INSPECTOR MUST DO BOTH ROUGH AND FINAL INSPECTIONS.**

Fees for this are not included with the building permit. The Village reserves the right to approve or disapprove the use of any specific inspector. Local Inspectors:

Fred Fitch                      607-535-7330    [fwfitch@stny.rr.com](mailto:fwfitch@stny.rr.com)

Joe Pelligrino                607-351-2334    [jpceis@yahoo.com](mailto:jpceis@yahoo.com)

Chris Fillinger (Atlantic Inland)      607-272-5873

Upon approval of the applications and plans, you will be issued a building permit to be posted on the premises and may commence work.

**NO BUILDING MAY BE OCCUPIED OR USED WITHOUT A CERTIFICATE OF OCCUPANCY OR COMPLIANCE.**

Applicants/Owners are responsible for arranging required inspections. **FAILURE TO REQUEST INSPECTIONS IS AT YOUR OWN RISK AND WILL BE IN VIOLATION OF THE NYS UNIFORM FIRE AND BUILDING CODE. PENALTIES AND FINES WILL BE ASSESSED IF NOT IN COMPLIANCE.**

Applicants must call the Code Enforcement Officer to arrange for required inspections. **Advance notice of 24 hours is necessary.**

**BUILDING PERMIT FEE- EFFECTIVE 6/1/18**

**\$20.00 Minimum up to \$2,000**

**\$2,000 and up = \$3/1,000**

**Late Filing Fee** – Equal to one and a half times the normal permit fee

**Swimming Pools** (installations over 24” deep) ..... **\$20.00**

**Wood Stove** (solid fuel) Installation ..... **\$20.00**

**Expired Permits** – Renewal Fee equal to 50% of original permit fee charged.

**Fire/Public Assembly Inspections**.....**\$25.00**

# VILLAGE OF ODESSA

## PERMIT APPLICATION FOR CONSTRUCTION/INSPECTION

**No work is to commence prior to permit being issued**

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

Name of Applicant/Owner: \_\_\_\_\_

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

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

Tax Map No.: \_\_\_\_\_ Phone: \_\_\_\_\_

Construction Value: \_\_\_\_\_ Fee Paid TOTAL: \_\_\_\_\_

Check #: \_\_\_\_\_ Money Order: \_\_\_\_\_ Cash: \_\_\_\_\_

Description of Work:

Existing use & occupancy of premises: \_\_\_\_\_

Intended use of structure: \_\_\_\_\_

Nature of Work: \_\_\_\_\_ New Building \_\_\_\_\_ Addition \_\_\_\_\_ Alteration/Repair \_\_\_\_\_ Pool  
\_\_\_\_\_ Removal/Demolition \_\_\_\_\_ Installation

Number of Dwelling Units: \_\_\_\_\_ Number of Units Each Floor: \_\_\_\_\_ Number Bedrooms \_\_\_\_\_  
Number Bathrooms \_\_\_\_\_ Garage \_\_\_\_\_ Number of cars \_\_\_\_\_

Dimensions of entire new construction: Sq. Ft. \_\_\_\_\_ Number of Stories \_\_\_\_\_  
Front \_\_\_\_\_ Rear \_\_\_\_\_ Depth \_\_\_\_\_ Height \_\_\_\_\_  
Front \_\_\_\_\_ Rear \_\_\_\_\_ Depth \_\_\_\_\_ Height \_\_\_\_\_

If addition, dimensions of existing structure: Sq. Ft. \_\_\_\_\_ Number of Stories \_\_\_\_\_  
Front \_\_\_\_\_ Rear \_\_\_\_\_ Depth \_\_\_\_\_ Height \_\_\_\_\_

Size of lot: Front \_\_\_\_\_ Rear \_\_\_\_\_ Depth \_\_\_\_\_ No. of Acres \_\_\_\_\_  
Distance to closest property line: \_\_\_\_\_

Manufactured Home: Certified Installer \_\_\_\_\_  
Year \_\_\_\_\_ Make/Model \_\_\_\_\_ HUD # \_\_\_\_\_

Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

Compensation or Homeowner's Insurance: \_\_\_\_\_ Expires: \_\_\_\_\_

Architect/Engineer: \_\_\_\_\_ Phone: \_\_\_\_\_

Electric: \_\_\_\_\_ Yes \_\_\_\_\_ No Requires separate inspection by a National Certified Third Party Electrical Inspector.

### CERTIFICATION

I hereby certify that I have read the instructions and examined this application and know the same to be true and correct. All provisions of laws and ordinances covering this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Any building official, upon the showing of proper credentials and in the discharge of his/her duties may enter upon any building structure or premises at any reasonable hour and no person shall interfere with or prevent such entry.

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Signature of Applicant