



CITY OF OSWEGO  
 Office of Zoning & Planning  
 13 W Oneida St, City Hall  
 Oswego, NY 13126  
 315-342-8164

Permit No: \_\_\_\_\_

[applications@oswegony.org](mailto:applications@oswegony.org)

**PERMIT APPLICATION**

To the Zoning Administrator:  
 Application is hereby made for a permit to:

Construct	Renovate	Alter
Extend	Structure Changes	Bldg.
Structure	Fence or Wall	
Swimming Pool	Misc.	

Details: \_\_\_\_\_

**Present Principle Use:** \_\_\_\_\_

Will the work being done constitute a **change in the Principal use** of the premises? YES NO  
 If Yes, proposed Use: \_\_\_\_\_

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Is the use of **PUBLIC SPACE** Involved? YES NO  
 If Yes, Common Council Resolution No. \_\_\_\_\_  
 Date: \_\_\_\_\_ **FEE:** \$ \_\_\_\_\_

**PREMISES AFFECTED**, Located in a \_\_\_\_\_ Zoning District in the City of Oswego, NY on \_\_\_\_\_ and known as Number: \_\_\_\_\_, being Tax Map No.: \_\_\_\_\_ on the Assessment Map of the said City.

PROPERTY OWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELE NO. \_\_\_\_\_ Cell/Home

E-MAIL: \_\_\_\_\_

**Please Check One:**

Building  
 Plumbing ONLY  
 Electrical ONLY

**Building Contractor:** \_\_\_\_\_  
 Phone: \_\_\_\_\_

**Electrical Contractor:** \_\_\_\_\_  
 Phone: \_\_\_\_\_

**Plumbing Contractor:** \_\_\_\_\_  
 Phone: \_\_\_\_\_

**OFFICE USE ONLY: Permit Cost Calculations**

_____ Residential Plumbing Repair (\$50)	\$ _____
_____ New House Plumbing (\$100)	\$ _____
_____ Commercial Plumbing Repair (\$150)	\$ _____
_____ Residential Electrical (\$25)	\$ _____
Construction Value/ S.F.: _____	\$ _____
Zoning Cert. of Compliance: _____	\$ _____
Water Tapping Service (\$200) ___ YES ___ NO	\$ _____
Sanitary Sewer Connection* ___ YES ___ NO	\$ _____
Storm Sewer Connection ___ YES ___ NO	\$ _____
OTHER _____	\$ _____
OTHER _____	\$ _____
OTHER _____	\$ _____

**\*Sewer connection fee is for inspection only**

CHECKS PAYABLE TO: "CITY OF OSWEGO" **TOTAL:**\$ \_\_\_\_\_

DECLARATION: I DECLARE THAT THE STATEMENTS MADE IN THIS APPLICATION (INCLUDING INFORMATION ON THE ACCOMPANYING DOCUMENTS & PLANS) HAVE BEEN EXAMINED BY ME &, TO THE BEST OF MY KNOWLEDGE & BELIEF, ARE TRUE & CORRECT.

I UNDERSTAND THAT NO CONSTRUCTION IS TO COMMENCE UNTIL A BUILDING PERMIT IS OBTAINED. I FUTHER UNDERSTAND THAT IF A PLUMBING PERMIT IS REQUIRED, IT MUST BE OBTAINED FROM THE PLUMBLING INSPECTOR PRIOR TO ISSUANCE OF THIS PERMIT. I FURTHER UNDERSTAND THAT VARIOUS CITY OFFICIALS WILL BE INSPECTION THE PROPERTY IN PERFORMANCE OF THEIR OFFICIAL DUTIES. THEY MY INCLUDE OFFICIALS FROM THE VARIOUS DEPARTMENTS OF ASSESSMENT, BUILDING & CODE, PLUMBING, WATER & ZONING.

PERMIT APPLICANT: \_\_\_\_\_ DATED: \_\_\_\_\_  
 (Circle one: Property Owner / Manager / Contractor)

APPROVED: \_\_\_\_\_  
 Permit Administrator / Zoning Administrator Code Enforcement Officer

THIS BUILDING PERMIT IS ISSUED SUBJECT TO CERTAIN VARIANCES GRANTED BY ZONING BOARD OF APPEALS. ATTACHED TO THIS APPLICATION. \_\_\_\_\_ YES \_\_\_\_\_ NO

THIS BUILDING PERMIT IS ISSUED SUBJECT TO SPECIAL USE PERMIT GRANTED BY ZONING BOARD OF APPEALS. ATTACHED TO THIS APPLICATION. \_\_\_\_\_ YES \_\_\_\_\_ NO

REV 7/2020

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**BUILDING PERMIT APPLICATION**

**NOTES:**

**OFFICE USE ONLY:**

**REQUIRED INSPECTIONS**

- \_\_\_\_\_ FOOTING
- \_\_\_\_\_ FOUNDATION
- \_\_\_\_\_ FRAMING
- \_\_\_\_\_ ELECTRICAL ROUGH
- \_\_\_\_\_ ELECTRICAL FINAL
- \_\_\_\_\_ PLUMBING ROUGH
- \_\_\_\_\_ PLUMBING FINAL
- \_\_\_\_\_ INSULATION
- \_\_\_\_\_ FINAL
- \_\_\_\_\_ SITE
- \_\_\_\_\_ ZONING
- \_\_\_\_\_ FIRE SAFETY
- \_\_\_\_\_
- \_\_\_\_\_

## Permit Requirements

<b>Pool Requirements</b>	<b>Shed</b>	<b>Exterior – Porches/Decks</b>
<ul style="list-style-type: none"> <li>- Under 4’ requires a fence (including blow up pools)</li> <li>- Removable or locking ladders on all pools</li> <li>- City Approved Licensed Electrician to run circuits</li> <li>- 3rd Party Electrical Inspection</li> <li>- Copy of Survey with Pool plotted on it</li> <li>- 5’ set back from property lines</li> <li>- Pool Contractor’s Insurance Certificate</li> </ul>	<ul style="list-style-type: none"> <li>- Survey with shed plotted on it</li> <li>- Affidavit or Contractor Selection &amp; Insurances/CE200</li> <li>- Completed Application</li> <li>- Payment Options</li> <li>- Under 144 sq., 6' side - 6' rear</li> <li>- Over 144 sq., 6' side - 25' rear</li> </ul>	<ul style="list-style-type: none"> <li>- Survey with project plotted on it</li> <li>- Affidavit or Contractor Selection &amp; Insurances/CE200</li> <li>- Completed Application</li> <li>- Detailed Drawings</li> <li>- List of Scope of Work</li> <li>- Payment Options</li> </ul>
<b>Interior Remodel</b>	<b>Fence</b>	<b>Demo Permit</b>
<ul style="list-style-type: none"> <li>- Detailed Drawings</li> <li>- Completed Application</li> <li>- Affidavit or Contractor Selection &amp; Insurances/CE200</li> <li>- List of Scope of Work</li> <li>- Payment Options</li> </ul>	<ul style="list-style-type: none"> <li>- Survey with fence location marked on it</li> <li>- Affidavit or Contractor Selection &amp; Insurances/CE200</li> <li>- Completed Application</li> <li>- Payment Options</li> </ul>	<ul style="list-style-type: none"> <li>- Completed Application</li> <li>- Asbestos Check</li> <li>- Addendum Sign Off Asbestos</li> <li>- Contractor Selection &amp; Insurances/CE200</li> </ul>