

INSTRUCTIONS FOR AN APPLICATION FOR A
CERTIFICATE OF OCCUPANCY

Please print throughout application and submit to the Code Enforcement Officer.

Submit the appropriate application fee: **\$150.00** (\$100 for temporary CofO)

Attach to this application a final (as-built) survey by a licensed surveyor. No survey is required if work does not involve a new building, structure or changes to the size (area) of the existing building or structure. Include with this application any other certifications and information requested by the Code Enforcement Officer.

{When Required} (Section 225-73, Village Zoning Law) No building or structure hereafter erected, constructed, enlarged, altered or moved and enlarged, extended, altered, or relocated portion of an existing building or structure hereafter completed shall be occupied or used until a Certificate of Occupancy has been issued by the Code Enforcement Officer.

A Certificate of Occupancy shall be applied for before the work has started under the Building Permit to allow for the Code Enforcement Officer opportunities for construction stage inspections. Otherwise, the request for a Certificate of Occupancy may be denied. The Certificate of Occupancy shall be issued by the Code Enforcement Officer after an inspection of the premises and a determination that the applicant has complied with the provisions of the Building Permit.

No Certificate of Occupancy is required for any alteration or ordinary repairs to an existing structure which was not structural in nature.

The Certificate of Occupancy is only for the areas involved in the Building Permit, and not for any other portions of the building or structure.

No approval given under the provisions of the Zoning Law of the Village of Skaneateles shall become final unless and until confirmed by the issuance of a Certificate of Occupancy.

APPLICATION FOR CERTIFICATE OF OCCUPANCY

Name of Applicant _____

Address of Applicant _____

Telephone Number _____ Cellular Number _____

Are you the building (check one): Owner? _____ Agent? _____ Tenant? _____

Address of Building _____

Building Permit Number _____ Date Issued _____

Type of Occupancy (check one): Residential _____ Commercial _____ Accessory _____

Tax Map Number _____

Certificate of Occupancy Fee _____ Date Collected _____

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In the application for Certificate of Occupancy, I hereby declare that all work proposed to be done under the above listed Building Permit has been completed.

Dated _____

Signature of Applicant

Printed Name of Applicant

VILLAGE OF SKANEATELES
26 FENNELL ST
SKANEATELES, NY 13152
315-685-2118 FAX 315-685-0730

REPORT OF THE CODE ENFORCEMENT OFFICER FOR A CERTIFICATE OF OCCUPANCY

Date Application Received_____

Tax Map Number_____

List Additional Information Required_____

Date Additional Information Required_____

Inspections: (_____) See Computer Record

Date:	Extent of Completion	Persons in Attendance	Findings/Remarks
_____	_____	_____	_____
_____	_____	_____	_____

Final Survey Map Received_____

Other Certifications & Documents Received_____

I do hereby certify that I have examined the premises of the applicant to the best of my ability, and the work proposed to be performed under the authority of the Building Permit issued by me on _____, and permit(s) heretofore issued by the Zoning Board of Appeals on _____ and/or the Board of Trustees on _____, does comply with the Zoning Law of the Village of Skaneateles (Local Law #2 of 1975) and (Local Law #1 of 1967).

Therefore, I hereby issue a Certificate of Occupancy to the applicant in accord with the provisions of Article XIV of said Zoning Law, and Section 20 of Local Law #1 of 1967.

Dated_____

Code Enforcement Officer

CERTIFICATE OF OCCUPANCY NUMBER_____

CERTIFICATE OF OCCUPANCY/COMPLETION

Residential Check List

Address _____

Tax Map Number _____ Date of Final Inspection _____

_____ Application for Certificate of Occupancy or Completion on File

_____ \$75.00 application fee received

_____ As-built survey map with all underground utilities indicated

_____ Plumbing Certificate _____ Electrical Certificate _____ Truss Certificates

_____ Door from house to garage self-closing

_____ No penetrations in garage ceiling or rated walls

_____ Water meter and radio installed _____ Meter # _____ Radio#

_____ Air conditioner condenser

_____ Sump pump discharge not into sewer line

_____ Railings on porches & decks over 30 in. above grade, at 36 in. or higher

_____ Hand rails on steps over four risers and at 34 to 38 in.

_____ Insulation on basement walls

_____ Carbon Monoxide & smoke detectors in proper locations and not covered

_____ Closet incandescent lights more than 18 in. away from shelving

_____ GFIs in kitchen and bathrooms, garage and outside

_____ House numbers installed _____ Sidewalks and drives installed

_____ Grading sloped away from foundations to keep water away from foundation

_____ Wood burning appliances properly installed

_____ Floor Joist/Roof Truss Sticker

_____ Blower Door Test

CERTIFICATE OF OCCUPANCY/COMPLETION
Non-Residential Check List

Address _____

Tax Map Number _____ Date of Final Inspection _____

- _____ Application for Certificate of Occupancy or Completion on File
- _____ \$50.00 application fee received
- _____ As-built survey map with all underground utilities indicated
- _____ Plumbing Certificate _____ Electrical Certificate _____ Truss Certificates
- _____ Sprinkler test & certification _____ Kitchen hood certification
- _____ Fire alarm test & certification _____ Carbon Monoxide detectors
- _____ Water meter and radio installed _____ Air conditioner condenser(s)
- _____ Sump pump discharge not into sewer line
- _____ Railings on porches & decks over 30 in. above grade, at 36 in. or higher
- _____ Hand rails on steps over four risers and at 34 to 38 in.
- _____ Fire extinguishers in place
- _____ Exit signs and emergency light units
- _____ Handicap restroom facilities in place
- _____ GFIs in kitchen and bathrooms, garage and outside
- _____ Sidewalks and drives installed
- _____ Grading sloped away from foundations to keep water away from
_____ foundation Wood burning appliances properly installed
- _____ Floor Joist / Roof Truss Sticker
- _____ Blower Door Test