

VILLAGE OF SKANEATELES

46 East Genesee Street
Skaneateles, New York 13152
685-2118 685-0730 fax

INSTRUCTIONS FOR AN APPLICATION FOR A CERTIFICATE OF OCCUPANCY

Please prepare this application in ink or by typewriter and submit it to the Code Enforcement Officer.

Submit the appropriate application fee: **\$50.00**

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.

4-04 rev. jb

VILLAGE OF SKANEATELES

46 East Genesee Street

Skaneateles, New York 13152

685-2118 685-0730 (fax)

.....
APPLICATION FOR A CERTIFICATE OF OCCUPANCY
.....

Name of Applicant _____

Address of Applicant _____

Telephone Number _____ Cellular Number _____

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

Address of Building _____

Building Permit Number _____ Date Issued _____

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

Tax Map Number _____

Certificate of Occupancy Fee _____ Date Collected _____

In application for a 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 or Typed Name of Applicant

VILLAGE OF SKANEATELES

46 East Genesee Street

Skaneateles, New York 13152

Report of the Code Enforcement Officer for a Certificate of Occupancy

Date Application Received _____

Tax Map Number _____

List Additional Information Required _____

Date Additional Information Received _____

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 _____

Village of Skaneateles
CERTIFICATES OF OCCUPANCY/COMPLETION
Residential Check List

Address _____

Tax Map Number _____ Date _____

- Application for Certificate of Occupancy or Completion on file
- \$50.00 application fee received
- As-built survey map with all underground utilities indicated
- Plumbing CertificateElectrical Certificate Truss Certificates
- Door from house to garage self closing
- No penetrations in garage ceiling or rated walls
- Water meter installed Air conditioner condenser
- Sump pump discharge not into sanitary 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 inches
- Insulation on basement walls
- Carbon monoxide & smoke detectors in proper locations and not covered
- Closet incandescent lights more that 18 inches away from shelving
- GFIs in kitchen and bath rooms, garage, outside
- House numbers installed Sidewalks and driveways installed
- Grading sloped away from foundations to keep water away from foundation
- Wood burning appliances properly installed

Village of Skaneateles
CERTIFICATES OF OCCUPANCY/COMPLETION
Non-Residential Check List

Address _____

Tax Map Number _____ Date _____

- Application for Certificate of Occupancy or Completion on file
- \$50.00 application fee received
- As-built survey map with all underground utilities indicated
- Plumbing CertificateElectrical Certificate Truss Certificates
- Sprinkler test & certification Kitchen hood certification
- Fire alarm test & certification Carbon Monoxide detectors.....
- Water meter installed Air conditioner condenser(s)
- Sump pump discharge not into sanitary sewer line
- Railings on porches & decks over 30 in. above grade, at 36 in. or higher
- Hand rails on steps over four risers, 34 to 38 inches
- Fire extinguishers in place
- Exit signs and emergency light units
- Handicap rest room facilities in place
- GFIs in kitchens and bath rooms, garage, outside
- Sidewalks and driveways installed
- Grading sloped away from foundations to keep water away from foundation
- Wood burning appliances properly installed