



Building Permit Requirements for New Residential Dwellings

- **All** required documentation listed below and on the front page of this section

Complete set of construction drawings that comply with the 2025 New York State Codes and Town of Owego Code. All drawing sheets must be stamped and signed by a NYS design professional. Drawings made by someone other than the licensed engineer or architect cannot be “rubber-stamped.”

- **Plans must show:**
 - All structural and architectural drawings
 - Graphical depiction of building thermal envelope
 - All mechanical drawings (electrical, heating, cooling and plumbing) to include:
 - Mechanical and water heating systems and equipment types, sizes & efficiencies
 - Locations of smoke and carbon monoxide detectors
 - Energy Code compliance path to include whole-home lighting control or exemption
 - Energy Code calculations such as a REScheck or equivalent
 - Insulation materials and their rated values
 - Fenestration U-factors and solar heat gain coefficients to include:
 - Area-weighted calculations
 - Submit mechanical system calculations based on Manuals J, S and D. Snow, wind, live, dead and seismic loads
 - Duct sealing, duct and pipe insulation and location
 - Air barrier and air sealing details to include location of air barrier
 - Truss specs to include anchorage to walls and required bracing
 - Written statement of design professional stating compliance with Energy Code
 - Complete an Acre Determination Worksheet – see attached

Driveway

If there is no existing driveway, a driveway permit must be obtained from the Town of Owego Highway Department – 607-687-0123 option 8.

Once a driveway permit is obtained, Code Enforcement will issue a 911 street number.

Water and Sewer

- If a private septic system and well will be used a Certification of Approval of OWTS Engineered Plans must be obtained from the Tioga County Department of Health or a set of stamped and signed drawings from a NYS licensed engineer.
- If the applicant will utilize public sewer and water, a permit must be obtained from the Town of Owego Utilities Department – 607-687-0123 option 8.



Tioga County SWCD
 183 Corporate Drive, Owego, NY 13827
 Phone: 607-687-3553

Single Family House
Phase II Acre Determination Worksheet

Under the new Phase II Stormwater regulations if someone disturbs more than one acre they must develop a Stormwater Pollution Prevention Plan (SWPPP) and submit a notice of intent (NOI) to the NYS DEC. This fact sheet will help you determine whether you will be disturbing one acre or more for your home site.

Included in this packet is an example to illustrate how to determine the amount of disturbance on a home site. In the example we have proposed the following: Construction of a driveway, house with yard, septic system, utilities, and also a garage.

We then separated the land disturbance activities into the following components:

- A. Driveway
- B. House & yard footprint
- C. Septic System
- D. Utilities
- E. Miscellaneous- (sheds, garages, ponds, etc.)

Then for each component we measured the length (L) and width (W). Under component E you may have more than one (ex. build a garage and also a pond). This is fine, just sketch them on the map and determine length x width. Next fill the numbers in at the bottom left. Once you have these numbers you will fill in the sheet below to figure the total area of disturbance.

1 acre of land is equal to 43,560 sq. feet.

$$\text{Area} = \frac{\text{Length X Width}}{43,560}$$

A.	Driveway-	$\frac{500 \times 20}{43,560} = \frac{10,000}{43,560} = .23$
B.	House with yard	$\frac{120 \times 100}{43,560} = \frac{12,000}{43,560} = .27$
C.	Septic System	$\frac{50 \times 20}{43,560} = \frac{1,000}{43,560} = .23$
D.	Utilities	$\frac{500 \times 10}{43,560} = \frac{5,000}{43,560} = .11$
E.	Side Yard	$\frac{100 \times 100}{43,560} = \frac{10,000}{43,560} = .23$



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A	=	.23
B	=	.27
C	=	.023
D	=	.11
E	=	.23
Total		0.863

If number is less than 1 your all set! If number is greater than or equal to 1.0 there are two options:

Option #1-Review proposed layout and see if there is a possibility to shorten the length or make the width narrower on some of the components to get the total of all components to total less than 1.0 (ex. Cut driveway width from 20' to 12')

Option #2-Develop your Stormwater Pollution Prevention Plan (SWPPP), fill out and submit your Notice of Intent (NOI) to the NYS DEC.

If your disturbance is greater than or equal to one acre there are sample SWPPPs available for reference. Please contact your local Soil and Water Conservation District for a copy.



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Acre Determination Proposed Sketch Plan

Sketch a layout of your proposed property to include all land disturbance components. Then measure the length and width of each component and fill numbers in at bottom left. Use the numbers generated to fill out the worksheet

A= _____ X _____

B= _____ X _____

C= _____ X _____

D= _____ X _____

*E= _____ X _____

*If you have additional misc. areas,
simply add to the list of components
starting with F



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Acre Determination Worksheet

1 Acre of Land is equal to 43,560 sq. ft.

All components are length X width
 43,560

$$A = \frac{\text{-----} \times \text{-----}}{43,560} = \frac{\text{-----}}{43,560} = \text{-----}$$

$$B = \frac{\text{-----} \times \text{-----}}{43,560} = \frac{\text{-----}}{43,560} = \text{-----}$$

$$C = \frac{\text{-----} \times \text{-----}}{43,560} = \frac{\text{-----}}{43,560} = \text{-----}$$

$$D = \frac{\text{-----} \times \text{-----}}{43,560} = \frac{\text{-----}}{43,560} = \text{-----}$$

$$E = \frac{\text{-----} \times \text{-----}}{43,560} = \frac{\text{-----}}{43,560} = \text{-----}$$

A	
B	
C	
D	
E	
TOTAL	



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