

City of Oneida Codes Enforcement Office  
Patrick Baron, Codes Enforcement Officer 363-8460  
**REGULATIONS & LATE CHARGE FEE SCHEDULE**  
Adopted by Common Council 12/4/12 Resolution 12-319

**Obtaining the proper permits shall be the sole responsibility of the property owner or general or primary contractor and are required before beginning any work.**

Permits are required for:

- All new construction
- Alterations to existing structures
- Additions to existing structures
- Conversions of existing structures
- Installation of any chimney, fuel or gas vent, in any existing structure and wood boilers
- Installing or removing bulk storage tanks, above and below ground
- Sewer/Septic
- Demolition of existing structures
- All fire safety equipment
- Extension of electrical systems
- Area Variances, Use Variances, Site Plans, and Zone Changes
- Conditional Use Permits
- Signs

The City of Oneida Code Enforcement Office administers and enforces all of the provisions of laws, ordinances and regulations applicable to the construction, alteration, repair, removal and demolition of buildings and structures, and the installation and use of materials and equipment therein, and the location, use, occupancy and maintenance thereof. The Enforcement Officer receives and reviews all applications for permits for the erection, alteration, removal and demolition of buildings or structures. The Code's office also makes site inspections to make sure applicants comply with City, State and Federal building codes. All permits shall be valid for six-months.

If a site shows non-compliance, a "Stop Work Order" will be issued until the applicant obtains the proper permit, pays the applicable permit fee and late charge fees and/or brings the work "back to code."

The permits, upon completion of the paperwork with the Codes Enforcement officer, shall be paid for at the City Clerk's office and the permit will be issued for display at the construction location.

**LATE CHARGE FEE SCHEDULE**  
**Effective January 1, 2013**

Failure to obtain a proper permit will result in the following late charge fees added to the cost of the permit:

1. Failure to obtain a permit minimum late charge fee shall be \$100.00 for permits up to \$50.00.
2. Failure to obtain permit for any permits over \$50.01, the late charge fee shall DOUBLE the amount of the permit.
3. Failure to pickup and pay for permit within 10 days after issuance, a late charge fee of \$100.00 will be assessed.