



# CITY OF UTICA

Department of Codes Enforcement  
1 Kennedy Plaza, Utica, New York 13502  
(315)792-0163 Fax: (315)792-0219

**DAVID R. ROEFARO**  
**MAYOR**

**GORAN SMILJIC**  
**COMMISSIONER**

## 1203 Building Inspection Application

Business Name/Property Use: \_\_\_\_\_

Property Address: \_\_\_\_\_

1. City: Utica State: New York Zip Code \_\_\_\_\_

### Property Information/ Building Description:

Number of stories above ground (circle one)    1    2    3    4    other \_\_\_\_\_

Number of residential units per floor (if applicable) 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_ 4<sup>th</sup> \_\_\_\_\_  
other \_\_\_\_\_

Number of stories below ground (circle one) 0    1    2    other \_\_\_\_\_

### Owner Information: (must be filled out)

Owner Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Legal Address of Owner \_\_\_\_\_

City, State & Zip \_\_\_\_\_

Telephone Numbers: Home (\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_) \_\_\_\_\_ Pager (\_\_\_\_) \_\_\_\_\_  
Cell (\_\_\_\_) \_\_\_\_\_

### Corporation Owner/Partnership, etc.:

Name of Corporation/Partnership, etc. \_\_\_\_\_

Contact person \_\_\_\_\_

Address \_\_\_\_\_

City, State & Zip \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Designation of Agent: (If the owner does not reside in Oneida County or adjacent county, a local agent must be designated that can be reached day or night).

Name(s) \_\_\_\_\_

Address \_\_\_\_\_

City, State & Zip \_\_\_\_\_

Telephone Numbers: Home (\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_) \_\_\_\_\_ Pager (\_\_\_\_) \_\_\_\_\_  
Cell (\_\_\_\_) \_\_\_\_\_

Return this form by mail or in person to:  
Codes Enforcement Department - 1 Kennedy Plaza - Utica, NY 13502