

Village of Penn Yan
Building Permit Application
Office of Zoning & Building Inspection

O F F I C E	Date Received	_____
	Tax Map No.	_____
	Fee Paid \$	_____/_____/____
	Approved	_____ Denied _____
	Zoned	_____ BP# _____

Project Information

Please type or clearly print

Address of Project: _____

Property Owner: _____

Mailing Address: _____

Phone Number: _____ Email: _____

Applicant's Name: _____

Mailing Address: _____

Phone Number: _____ Email: _____

Applicant is: Owner Agent Architect Builder Contractor

Contractor's Name: _____

Address: _____

Phone Number: _____ Email: _____

Architect's Name: _____

Phone Number: _____ Email: _____

Attach proof of Worker's Compensation and Disability Benefits insurance coverage. Acceptable proof: Certificate of Worker's Compensation (form C-105-2 or U26.3) **AND** Disability & Paid Family Leave (form DB-120.10) **OR** [Certificate of Attestation of Exemption](#) (form CE-200)

Attach [fee](#) and sign both signature lines.

Type of Work – *check all that apply*

Nature of work: New Build Addition Repair Renovation Alteration
 Demolition Roofing Electrical Plumbing Change Occupancy

Description of Work: _____

Total sq. ft. of Project _____ Total sq. ft. of Building _____ No. of Floors in Building _____

Estimated cost of work \$ _____ Are Special Inspections Required? Yes No

Continued →

Attach an instrument survey, a scaled drawing showing the lot lines of the property, street names, where the street is relative to the lot lines, the location and dimensions of any existing buildings on the property, the location and dimensions of any new construction, the distance from all new construction to the lot lines and whether the property is an interior or corner lot.

Attach drawings of what is being built. The drawings shall be to scale and include enough detail and measurements that NYS code requirements can be verified. New homes and commercial structures shall be designed by a licensed professional. Include a list of materials.

Rough and a final **electrical inspections are required**. Electrical inspections are done by a state certified third party. This office will need to be provided certification that these inspections have been made and finalized. The building inspector will need to inspect the work also in order to close out the building permit. A certified inspectors list is available.

Occupancy Classification _____ Change of Occupancy? Yes No

State intended use and occupancy after proposed construction: _____

If dwelling, total number of units: _____ Number of units on each floor: _____

If commercial, specify nature and extent of each type of use: _____

The proposed construction is to be completed before the building permit expires. The building permit is good for one (1) year. Failure to complete and have all phases of the project inspected within the one (1) year will require renewal along with fees and insurances. The scope of permitted work is limited to what is described in the permit letter. Changes to that plan can made only with the approval of this office.

Inspections as noted on the building permit are required and the responsibility of the property owner or contractor to call this office to arrange. Twenty-four hour (one business day) advance notice shall be given. If work that needs to be inspected is covered before the inspector can verify it, the work will have to be exposed to facilitate inspection at the owner's or contractor's expense. A \$75.00 fee is charged.

A Certificate of Compliance or Occupancy cannot be issued unless the required inspections have been made. Without a Certificate of Occupancy, the construction cannot be legally occupied. It is the owner's responsibility to adhere to all code compliance requirements and setbacks.

All new work is to be done in conformance with the provisions of the New York State Uniform Fire Prevention and Building Code. Please be advised that failure to comply with applicable regulations and/or conditions of the permit or should hazardous or unsafe conditions develop, we reserve the right to stop work.

All information supplied in this application is true to the best of my knowledge and belief. I understand and agree that all work will conform to all applicable local and state code requirements. Permission is hereby granted to the Code Enforcement Officer to enter the premises as frequently as reasonably necessary to inspect the project for compliance with the submitted plans, the Uniform Code and the Code of the Village of Penn Yan.

Applicant's Signature: _____ Date _____

Zoning Compliance Application

Application is hereby made to the Code Enforcement Officer for the issuance of a Certificate of Zoning and Compliance pursuant to the Code of the Village of Penn Yan, for the construction or use of buildings, additions or alterations, as herein described. The applicant agrees to comply with all applicable laws, ordinances and regulations.

Applicant's Signature: _____ Date _____