

VILLAGE OF PENN YAN

APPLICATION FOR BUILDING PERMIT

Date Received _____ Approved _____ Permit Number _____
Denied Due To _____

BUILDING CODE PERMIT PROCESS

1. **Building Permit shall be required for any work which must conform to the Uniform Code and/or the Energy Code including, but not limited to, the construction, enlargement, alteration, improvement, removal, relocation, demolition, or the extension of electrical, plumbing, or HVAC systems of any building or structure or any portion thereof, and the installation of a solid fuel burning heating appliance, chimney or flue in any dwelling unit. No Person shall commence any work for which a Building Permit is required without first having obtained a Building Permit from the Code Enforcement Officer or \$75.00 penalty fee would be added.**
2. **Applications for a Building Permit shall be made in writing, on a form provided, to the Code Enforcement Officer. The application shall be signed by, the owner of the property where the work is to be performed or an authorized agent of the owner. All required plans, specifications, Insurance (Workers Comp & Disability Insurance Certificates, Affidavit of Attestation or Exemption), and fees should be submitted with the building permit application.**
3. **The application, along with all required information, shall be reviewed by the Code Enforcement Officer to determine if the proposed work conforms to the Uniform Code of New York State and any local codes that may apply.**
4. **After review, a Building Permit will be approved or denied.**
 - A. **If approved, the permit will be issued to the applicant, the permit shall be posted on the work site and work may proceed.**
 - B. **If denied, a letter outlining the reasons for denial will be sent to the applicant and the applicant may make the required changes and resubmit the permit within thirty days at no charge. If an updated application is not received within thirty days, the application will be closed and a new application will be needed for the work is to be done.**
5. **The Code Enforcement Officer, or their designee, shall make periodic inspections as noted on the permit. Such inspections shall be the responsibility of the permit holder to schedule and have signed off on the permit prior to any work being covered or buried.**
 - A. **If there is a violation of the code or the work is not done as specified in the approved plans, the applicant shall make corrections and have the work re-inspected prior to proceeding with the work.**
 - B. **If work proceeds with out the corrections being completed and approved, the applicant will receive a Stop Work Order and all work shall be stopped.**
 - C. **If the Stop Work Order is ignored, the applicant will receive an appearance ticket to be settled in a court having jurisdiction.**
6. **Once the project is completed, a final inspection shall be made and a Certificate of Completion & Use shall be issued by, the Code Enforcement Officer.**

INSTRUCTIONS

- A. **This application must be completely filled in by typewriter or printed legibly in ink and submitted to the Code Enforcement Office with all plans and specifications.**
- B. **An application for zoning compliance must be submitted with the building permit application showing location of lot, all existing buildings on the lot, any proposed buildings and there relation to all adjoining lots and the public streets, and any right of ways or easements on the lot.**
- C. **When required by the Code Enforcement Officer or the NYS Education Law, this application shall be accompanied by two sets of plans and specifications. Such plans and specifications shall describe the work to be preformed, the materials and equipment to be used and installed and sufficient detail of structural, mechanical, electrical and plumbing installations to determine the proposed work conforms to the Uniform Code and any Local Laws.**
- D. **No work covered by or requiring a permit shall be commenced unless and until a permit has been issued.**
- E. **No building or structure, or portion thereof, for which a building permit has been issued shall be occupied or used until or unless a, Certificate of Completion & Use has been issued by the Code Enforcement Officer.**

Fees

All fees shall be charged as per the current fee schedule, which is available from the Code Enforcement Office.

Project Information
(Please type or print clearly)

1. Address of project: _____ Tax Map #: _____
2. Owners Name: _____
Mailing Address _____
Phone #: _____
3. Applicants Name: _____
(If different from owner)
Mailing Address: _____
Phone #: _____
4. Type of work: New building or structure Sq Ft _____ ; Addition Sq Ft _____
(Check all that apply)
Repair Sq Ft _____ ; Renovations Sq Ft _____ ; Alteration Sq Ft _____
Change of occupancy Sq Ft _____ ; Demolition Sq Ft _____
5. Total Sq Ft of project _____ Total Sq Ft of building _____ # of floors in building _____
6. Estimated cost of work \$ _____
7. Architects name: _____
Phone #: _____
8. Contractor Name: _____
Address: _____
Phone #: _____
Workers Comp & Disability Insurance, or Affidavit of Attestation or of
Exemption is submitted or on file _____
9. If electrical work to be done, electrical inspector for project. _____
10. Occupancy classification: _____ Change of occupancy Yes No
11. Description of work to be done: _____

12. Are any special inspections require: Yes No

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.

13. _____ (Applicants Signature) _____ (Date)

14. Permit fee paid \$ _____ On _____ (Date) Received by _____ (Initials)

VILLAGE OF PENN YAN

APPLICATION FOR CERTIFICATE OF ZONING COMPLIANCE

Date received _____ Date examined _____ Approved _____

Denied due to _____ Denial letter sent _____

INSTRUCTIONS

1. This application must be completely fill in by typewriter or legibly printed in ink and submitted to the Code Enforcement Office.
2. Copies of any restrictions by deed or other instrument of record must be attached.
3. An accurate Plot Plan shall be drawn on the reverse side of this sheet, showing street(s) on which the property is located, lot dimensions, all existing and proposed buildings or structures with dimensions, the distance from new construction to lot line, and a north arrow.
4. Any proposed work covered by this application and any certificate issued shall not be commenced unless and until a building permit has been issued, when such permit is required for the proposed work.
5. All fees shall be paid at the time of submission of this application. A schedule of fees may be obtained from the Code Enforcement Office.

Applicant's Name _____ Tax Map # _____

Mailing Address _____

Phone # _____

Application fee paid \$ _____ On _____ Received by _____
(Date) (Initials)

Applicant is: Owner Agent Architect Builder Contractor

Nature of work: New building Addition Repair Renovation Alteration

Change of Occupancy Demolition Roofing Electrical

Project Street address: _____ Existing zoning district _____

State existing use and occupancy of the premises and intended use and occupancy after proposed construction.

a. Existing use and occupancy _____

b. Intended use and occupancy _____

Describe project in full _____

If dwelling Total number of units: _____ Number of units on each floor: _____

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

APPLICATION IS HEREBY MADE to the Code Enforcement Officer for the issuance of a Certificate of Zoning 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.

Signature of Applicant

Date

PLOT PLAN

Locate clearly all buildings, existing and proposed, streets, building dimensions and setback distances from lot lines. Show a north arrow, any right-of-ways, easements, driveways etc. If a detailed site plan is part of the permit submittal this plot plan is not required state "SEE ATTACHED"

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