

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 is in the Historic District?  Yes  No

Property is in a flood hazard zone?  Yes  No

**Property Owner:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Applicant's Name:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Contractor's Name:** \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Design Professional:** \_\_\_\_\_

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.

Type of work or change of occupancy – *check all that apply*

Nature of work:  New Build     Addition     Repair     Renovation     Alteration  
 Demolition     Roofing     Electrical     Plumbing     Occupancy, *complete reverse*

Description of Work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total sq. ft. of Project \_\_\_\_\_ Total sq. ft. of Building \_\_\_\_\_ No. of Floors in Building \_\_\_\_\_

Estimated cost of work \$ \_\_\_\_\_

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, additions and commercial structures** shall be designed by a licensed professional. Engineered drawings, submit two, showing the proposed construction and specifications shall include, site plan, elevation drawings, foundation, floor plans for each floor, roof and floor truss certifications, structure, framing, window and door schedule, energy compliance, mechanical systems, plumbing and electric. Planning Board, Historic Commission and/or ZBA approval may be necessary, follow all Board conditions.

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.

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. Building permits will not be renewed for more than three years, arrangements to finalize the permit must be made by this time.

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.

---

**New Occupancy, complete below (aka new business)**

State intended use(s) for new occupancy: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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

---

A Certificate of Completion or Occupancy are issued only when the required inspections have been made. Without a Certificate of Occupancy, the structure 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 application and plans, the Uniform Code and the Code of the Village of Penn Yan.

Applicant's Signature: \_\_\_\_\_ Date \_\_\_\_\_