

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

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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: _____

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

Description of Work: _____

_____ **Estimated cost of work \$** _____

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

Continued →

All building permit applications require:

Insurance Certificates – Provide insurance certificates for Workers' Compensation (form C-105.2 or U26.3) AND Disability & Paid Family Leave (form DB-120.1) OR a Certificate of Attestation of Exemption (CE-200) for businesses or homeowners not required to carry coverage.

Fee – Refer to the Fee Schedule for details. Payment may be made by check payable to the Village of Penn Yan or by cash.

Include the following items with your application, where applicable:

Plot Plan or Survey Map – Provide a plot plan or survey map detailing the property location and boundaries for all work that affects the property.

Project Scope of Work, Specifications and Drawings – Include a detailed description of the work to be completed. Some new construction projects may require drawings to be stamped by a NYS licensed design professional.

Electric Work – Projects requiring a change in service or disconnect services from the Municipal Department are required to complete and submit an Application for Residential or Commercial Electric Service with their Building Permit Application AND consult Specifications for the Installation of Electric Services & Meters for Village requirements on installation.

Additional guidelines:

- Incomplete applications will delay the review process.
- Certain projects may require review and approval by the Planning Board, Historic Preservation Commission or both, before a building permit can be issued.
- Inspections as noted on the building permit are mandatory. Work must be inspected and approved prior to being covered or enclosed. To schedule and inspection, please call 315-536-6397 at least 24 hours in advance.
- Electric work requires both a rough and final electric inspection by a certified electrical inspector.
- The scope of work is limited to what is provided with a permit application. Any changes must be approved by the Code Enforcement Officer in advance.
- If a building permit is denied, applicants have the right to appeal the decision to the Zoning Board of Appeals.
- Permits are valid for one (1) year. Insurance and fee requirements apply to renewing permits.
- Utility coordination with Spectrum is required. Notify Spectrum at least 30 days in advance of any open trench associated with underground utilities.

Applicant Signature

I hereby certify that all information provided in this application is true and complete to the best of my knowledge and belief. I acknowledge and agree that all work performed will comply with all applicable local and state building codes. Furthermore, I grant permission for the Code Enforcement Officer to enter the premises as often as reasonably necessary to inspect the work for compliance.

Applicant's Signature: _____ Date _____