

# **FIRE SUPPRESSION / FIRE SPRINKLER**

## **INSTRUCTIONS & PROCEDURES**

### **BUILDING DEPARTMENT**

**VILLAGE OF RYE BROOK**

**938 KING STREET, RYE BROOK, NY 10573**

**PHONE (914) 939-0668 – FAX (914) 939-5801**

**[www.ryebrook.org](http://www.ryebrook.org)**

**DO NOT START CONSTRUCTION UNTIL A PERMIT HAS BEEN ISSUED BY THE BUILDING INSPECTOR.  
THE ADMINISTRATIVE FEE FOR WORK PROGRESSED OR COMPLETED WITHOUT A PERMIT IS  
12% OF THE TOTAL COST OF CONSTRUCTION WITH A MINIMUM FEE OF \$750.00 & A MAXIMUM OF \$6,000.00**

### **APPLICANT'S INITIAL SUBMISSION TO THE BUILDING DEPARTMENT MUST INCLUDE:**

1. A properly completed application with notarized signatures where indicated.
2. Application filing fee: Residential = **\$75.00** / Commercial = **\$175.00** (Application fees are non-refundable)
3. Full payment of the building permit fee;  
Residential = **\$15.00 / \$1,000.00** of Construction Cost.  
Commercial = **\$20.00 / \$1,000.00** of Construction Cost.
4. One full size set and one scaled 11" x 17" copies of sealed design drawings prepared by a NY State Licensed Professional Engineer (maximum allowable plan size = 36" x 42")
5. If the Fire Sprinkler System is being installed by a Plumber, the Plumber must file for a separate Plumbing Permit and provide a copy of his Westchester County Master Plumber's License to the Building Department.
6. All RPZ or Back Flow Prevention devices associated with the installation of a Fire Sprinkler System must be approved by the Westchester County Department of Health.
7. An electronic (disc) copy of all materials submitted.

It is the responsibility of the applicant, owner, installer or person in responsible charge to notify the Building Department (48 hour advance notice) to schedule any and all required inspections.

Prior to the Building Department conducting a final inspection of the system, the applicant must submit an approval affidavit from the Westchester County Department of Health, an Application for a Certificate of Compliance and pay the requisite fee.

**Please keep these instruction sheets throughout the duration of the job for reference.**

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**APPLICATION TO INSTALL FIRE SUPPRESSION / FIRE SPRINKLER SYSTEM**

**FOR OFFICE USE ONLY:**

Approval Date: \_\_\_\_\_ BP#: \_\_\_\_\_ MP#: \_\_\_\_\_ Application Fee: \$ \_\_\_\_\_

Approval Signature: \_\_\_\_\_ Permit Fees: \$ \_\_\_\_\_

Disapproved: \_\_\_\_\_ Other: \_\_\_\_\_

\*\*\*\*\*

Application dated: \_\_\_\_\_ is hereby made to the Building Inspector of the Village of Rye Brook NY for the issuance of a Permit to install a Fire Suppression System as per detailed statement described below.

1. Job Address: \_\_\_\_\_ Parcel I.D.: \_\_\_\_\_ Zone: \_\_\_\_\_

2. Proposed System (Describe system in detail including suppression agent): \_\_\_\_\_

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

3. Number & Types of Fire Sprinkler Heads: \_\_\_\_\_

4. N.Y State Construction Classification: \_\_\_\_\_ N.Y. State Use Classification: \_\_\_\_\_

5. Cost of Installation: \$ \_\_\_\_\_

*(Cost shall include all labor, materials, fixed equipment, professional fees, and materials and labor which may be donated gratis.)*

6. Property Owner: \_\_\_\_\_ Address: \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_ email: \_\_\_\_\_

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

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_ email: \_\_\_\_\_

Architect/Engineer: \_\_\_\_\_ Address: \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_ email: \_\_\_\_\_

General Contractor: \_\_\_\_\_ Address: \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_ email: \_\_\_\_\_

**This application must be properly completed in its entirety and must include the notarized signature(s) of the legal owner(s) of the subject property, and the applicant of record in the spaces provided. Any application not properly completed in its entirety and/or not properly signed shall be deemed null and void and will be returned to the applicant. Please note that application fees are non-refundable.**

STATE OF NEW YORK, COUNTY OF WESTCHESTER ) as:

\_\_\_\_\_, being duly sworn, deposes and states that he/she is the applicant above named,  
(print name of individual signing as the applicant)  
and further states that (s)he is the legal owner of the property to which this application pertains, or that (s)he is the \_\_\_\_\_ for the legal owner and is duly authorized to make and file this application.  
(indicate architect, contractor, agent, attorney, etc.)

That all statements contained herein are true to the best of his/her knowledge and belief, and that any work performed, or use conducted at the above captioned property will be in conformance with the details as set forth and contained in this application and in any accompanying approved plans and specifications, as well as in accordance with the New York State Uniform Fire Prevention & Building Code, the Code of the Village of Rye Brook and all other applicable laws, ordinances and regulations.

Sworn to before me this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Signature of Property Owner  
  
\_\_\_\_\_  
Print Name of Property Owner

\_\_\_\_\_  
Notary Public

Sworn to before me this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant  
  
\_\_\_\_\_  
Print Name of Applicant

\_\_\_\_\_  
Notary Public

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**PLUMBING PERMIT APPLICATION**

**Westchester County Master Plumbers License Required**

**FOR OFFICE USE ONLY**

**BP #:** \_\_\_\_\_

**PP #:** \_\_\_\_\_

**Approval Date:** \_\_\_\_\_

**Application Fee: \$** \_\_\_\_\_

**Approval Signature:** \_\_\_\_\_

**Permit Fee: \$** \_\_\_\_\_

**Disapproved:** \_\_\_\_\_

**Other:** \_\_\_\_\_

(fees are non-refundable)

\*\*\*\*\*

Application dated, \_\_\_\_\_ is hereby made to the Building Inspector of the Village of Rye Brook NY, for the issuance of a Permit to install and/or remove Plumbing as per detailed statement described below. The applicant & property owner, by signing this document agree that said plumbing work will be in conformance with all applicable Federal, State, County and Local Codes.

1. Address: \_\_\_\_\_ SBL: \_\_\_\_\_ Zone: \_\_\_\_\_

2. Property Owner: \_\_\_\_\_ Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ email: \_\_\_\_\_

3. Master Plumber: \_\_\_\_\_ Address: \_\_\_\_\_

Lic. #: \_\_\_\_\_ Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ email: \_\_\_\_\_

Company Name: \_\_\_\_\_ Address: \_\_\_\_\_

**INDICATE FIXTURES & LINES TO BE INSTALLED AS PER THE FOLLOWING SCHEDULE:**

Location	Water Closets	Urinals	Drinking Fountains	Sinks	Showers	Bath Tubs	Laundry Tubs	Domestic Service	Fire Service	Sanitary Sewer	Natural/LP Gas	Other*	Total
Basement													
1st Floor													
2nd Floor													
3 <sup>rd</sup> Floor													
4 <sup>th</sup> Floor													
5 <sup>th</sup> Floor													
Exterior													

4. \* List Other Equipment/Provide Details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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<b><u>For office use only:</u></b>
PERMIT # _____
ISSUED: _____
DATE: _____
FEE: _____ PAID <input type="checkbox"/>

**APPLICATION FOR CERTIFICATE OF OCCUPANCY /**  
**COMPLIANCE AND CERTIFICATION OF COSTS**

**It shall be unlawful for an owner to use or permit the use of any building or premises or part thereof hereafter created, erected, changed, converted or enlarged, wholly or partly, in its use or structure until a certificate of occupancy shall have been issued by the Building Inspector. §250-10.A. Code of the Village of Rye Brook**

\*\*\*\*\*

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

Occupancy / Use: \_\_\_\_\_ Parcel ID #: \_\_\_\_\_ Zone: \_\_\_\_\_

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

P.E./R.A. or Contractor: \_\_\_\_\_ Address: \_\_\_\_\_

Person in responsible charge: \_\_\_\_\_ Address: \_\_\_\_\_

**Application is hereby made and submitted to the Building Inspector of the Village of Rye Brook for the issuance of a Certificate of Occupancy / Certificate of Compliance for the structure herein mentioned in accordance with law:**

STATE OF NEW YORK, COUNTY OF WESTCHESTER as:

\_\_\_\_\_ being duly sworn, deposes and says that he/she resides at \_\_\_\_\_

(Print Name of Applicant) (No. and Street)  
in \_\_\_\_\_, in the County of \_\_\_\_\_ in the State of \_\_\_\_\_, that  
(City/Town/ Village)

he/she has supervised the work at the location indicated above, and that the actual total cost was: \$ \_\_\_\_\_,

for the construction, alteration or repair of: \_\_\_\_\_

Deponent further states that he/she has examined the approved plans of the structure herein referred to for which a Certificate of Occupancy / Compliance is sought, and that to the best of his/her knowledge and belief, the structure has been erected in accordance with the approved plans and any amendments thereto except in so far as variations therefore have been legally authorized, and as erected complies with the laws governing building construction.

Sworn to before me this \_\_\_\_\_

day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Print Name of Property Owner

\_\_\_\_\_  
Notary Public

Sworn to before me this \_\_\_\_\_

day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Name of Applicant

\_\_\_\_\_  
Notary Public