BUILDING DEPARTMENT
VILLAGE OF RYE BROOK
938 KING STREET RYE BROOK, NY 10573
(914) 939-0668 FAX (914) 939-5801
www.ryebrook.org

APPLICATION FOR PERMIT TO INSTALL AND/OR REMOVE HEATING, VENTILATION AND/OR AIR CONDITIONING EQUIPMENT

FOR OFFICE USE ONLY: PERMIT #: _____

Approval Date: _____ Application Fee: _____

Approval Signature: _____ Permit Fees: _____

Disapproved: _____ Other: _____

(fees are non-refundable)

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REQUIREMENTS FOR RELEASE OF PERMIT & CERTIFICATE OF COMPLIANCE:

1. Properly completed & Signed Application.
2. Site/Staging Plan if Required by the Building Inspector.
3. Copy of Licensed Contractorôs Liability & Workers Compensation Insurance Naming the Village of Rye Brook as Certificate Holder.
4. Payment of Fees/Unit: RESIDENTIAL = $75.00/unit ÅCOMMERCIAL = $350.00/unit.
5. Inspection by the Building Department for removal and/or installation. (*48 hour notice required*)
6. Electrical work requires a separate Electrical Permit & Electrical Inspection.
7. Plumbing/Gas work requires a separate Plumbing Permit & Plumbing Inspection.

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Application dated, _____is hereby made to the Building Inspector of the Village of Rye Brook for a permit for the installation and or removal of the HVAC equipment as listed below. The applicant and property owner, by signing this document agrees that said equipment will be installed and/or removed in conformance with all applicable Local, County, State & Federal laws, codes, rules and regulations.

1. Address: _____ SBL: _____ Zone: _____
2. Property Owner: _____ Address: _____

   Phone #: _____ Cell #: _____ email: _____
3. Contractor: _____ Address: _____

   Phone #: _____ Cell #: _____ email: _____
4. Applicant: _____ Address: _____

   Phone #: _____ Cell #: _____ email: _____
5. Scope of Work: New Installation ( ) ÅReplacement ( ) ÅRemoval ( ) ÅOther ( ): _____
6. List Equipment: _____

   _____

   _____
7. Location of Equipment: _____

   _____

   _____
8. Method of Installation/Removal (list all equipment needed to perform job): _____

   _____

   _____

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

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.