



**TOWN of GREENBURGH**  
 DEPARTMENT OF BUILDINGS  
 177 HILLSIDE AVENUE, GREENBURGH, NY 10607  
 (914) 989-1566 Fax (914) 993-1570  
[www.GreenburghNY.com](http://www.GreenburghNY.com) email: building@greenburghNY.com

**BUILDING PERMIT APPLICATION FOR HVAC**

**REQUIRED FORMS/DOCUMENTATION:**

- 1) One (1) original HVAC application;
- 2) Contractor /Insurance Information: Certificate of Liability Insurance naming the "Town of Greenburgh" as additional insured, New York State Workers Compensation and Disability Insurance Forms naming "Town of Greenburgh" as "Certificate Holder" or "Entity Requesting Certificate". ACORD Forms are **NOT** acceptable for Workers Compensation and Disability. -To obtain more information please visit the New York State Workers Compensation Board's Website at [www.WCB.NY.GOV](http://www.WCB.NY.GOV); Homeowner acting as general contractor - Submit declaration page of homeowner's insurance; submit form BP-1 ***Owner-occupied Residence only*** if they meet the criteria outlined in the form. **SUBMISSION OF FALSIFIED/ALTERED INSURANCE FORMS IS A VIOLATION OF NEW YORK STATE PENAL LAW 175.30 AND WILL BE SUBJECT TO PROSECUTION**
- 3) Location of exterior units on a site plan with setbacks to property lines (if not rooftop placement) For roof top installation, a separate crane permit is required;
- 4) Fees (payable by check, credit card or money order)
  - \$150 for initial \$1,000 of Estimate Cost plus \$15 per each additional \$1,000 thereafter (rounded up);
  - Fees are doubled for legalizations -Re-inspection fee \$300.00
- 5) Complete set of mechanical drawings prepared by a NY licensed architect or engineer detailing unit locations and ductwork, venting, etc showing compliance with New York State Energy code. for all new construction and commercial applications.

**\*\*NOTE: Polypropylene and/or stainless steel piping must be used for all exhaust vents for condensing boilers and furnaces\*\***

<b>~OFFICE USE ONLY~</b>		
Permit No.: _____	Permit Fee: \$ _____	CK/CR/MO
Approved for permit issuance: _____		Dated: _____
<b><u>SUBJECT PROPERTY</u></b>		
Street Address _____	City _____	Zip _____
Parcel ID: _____		
Owner _____	Address _____	
Lessee _____	Address _____	
<b><u>TYPE OF INSTALLATION:</u></b> ( ) Residential ( ) Commercial		
<b><u>TYPE OF HEAT\FUEL &amp; SYSTEM:</u></b> ( ) Gas - requires separate plumbing permit for connection ( ) Electric - requires separate electrical permit for connection ( ) Oil ( ) Other _____		
<b><u>SYSTEM:</u></b> ( ) Radiant ( ) Hot water ( ) Warm air ( ) Air conditioning ( ) Steam ( ) Ventilation/Hood ( ) Refrigeration ( ) Other _____		
<b><u>DESCRIPTION &amp; AREA OF WORK:</u></b> _____		
_____		
_____		

**NYS ARCHITECT/ ENGINEER INFORMATION (for NEW CONSTRUCTION)**

Architect/Engineer Name: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_ N.Y.S. License Number : \_\_\_\_\_

**HVAC CONTRACTOR INFORMATION**

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

Telephone Number : \_\_\_\_\_ Email: \_\_\_\_\_

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

Signature : \_\_\_\_\_

Printed Name: \_\_\_\_\_

**AFFIRMATION OF APPLICANT:**

I, \_\_\_\_\_ do hereby affirm and certify as follows: (i) I am the HVAC contractor or an engineer licensed by the State of New York (circle one); (ii) I have reviewed the plans, drawings and specifications for this application and I am fully familiar with the proposed HVAC work; (iii) based on my training and experience I estimate the total cost of HVAC installation / alteration, including all labor, all materials, all professional fees and all associated costs (even donated gratis), to be approximately \$ \_\_\_\_\_; (iv) Pursuant to Penal Law 210.45, I acknowledge that a false written statement made knowingly is a class A misdemeanor; (v) and the work proposed by this application is authorized by the property owner.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
PRINT NAME OF APPLICANT