



APPLICATION FOR BUILDING PERMIT
WOODSTOVE / PELLET STOVE / FIREPLACE

(This upper section for office use only)

DATE SUBMITTED: _____

PERMIT # _____

TAX MAP # _____

DATE APPROVED: _____ APPROVED BY: _____

DATE DENIED: _____ REASON: _____

FEE: \$ _____ ZONING DIST: _____

Non-Building Permit FEE: \$ _____

Application is hereby made to the Code Enforcement Officer for the issuance of a building permit pursuant to all applicable codes, ordinances, and laws regulating the government erection, construction, enlargement, addition, alteration, repair, replacement, improvement, removal, demolition, conversion and change in the nature of the occupancy of any building or structure within the boundaries of the Town of Volney, at the below listed location.

ADDRESS OF PROPERTY: _____

PROPERTY OWNER: _____ PHONE: _____

MAILING ADDRESS: _____

WOOD STOVE ☐ PELLET STOVE ☐ FIREPLACE ☐ OTHER ☐

DESCRIBE PROPOSED USE AND SIZE OF THE NATURE OF WORK CHECKED ABOVE:

PLEASE SUBMIT THE "MANUFACTURER'S SPECS" WITH THIS APPLICATION

ESTIMATED VALUE OF ALL WORK, MATERIALS AND LABOR FOR PROPOSED PROJECT:

\$ _____

The below signed applicant has read the instructions for application for the building permit and the instructions contained therein, and to the best of his/her knowledge the information given and accompanying this application for a building permit is accurate and true. The applicant agrees to comply with all applicable laws, ordinances and regulations, that all statements contained on this application are true to the best of his/her knowledge and belief and that the work will be performed in the manner set forth in the application and in plans and specification filed therewith.

PRINT NAME & DATE

SIGNATURE OF APPLICANT



CONTRACTOR INFORMATION FORM

(MUST BE FILLED OUT)

TYPE OF CONTRACTOR: _____

CONTRACTOR NAME: _____

CONTRACTOR ADDRESS: _____

CONTRACTOR PHONE #: _____

CONTACT PERSON: _____

PROOF OF WORKERS COMPENSATION CERTIFICATE: **MUST FAX OR BRING IN WITH APPLICATION**

PROOF OF LIABILITY POLICY: **MUST FAX OR BRING IN WITH APPLICATION**

POLICY EXPIRATION DATE: _____

INSTALLER'S LICENSE CERTIFICATE: _____

NAME OF ELECTRICAL CONTRACTOR: _____

NAME OF ELECTRICAL INSPECTION AGENCY: _____

NAME OF PLUMBING CONTRACTOR: _____

ALL SHEETS TO PACKET MUST BE "COMPLETED IN FULL" BEFORE PERMIT CAN BE ISSUED.

FAILURE TO DO SO MAY CAUSE A DELAY IN THE ISSUANCE OF THE PERMIT.

Affidavit of Exemption to Show Specific Proof of Workers' Compensation Insurance Coverage for a 1, 2, 3 or 4 Family, Owner-occupied Residence

****This form cannot be used to waive the workers' compensation rights or obligations of any party.****

Under penalty of perjury, I certify that I am the owner of the 1, 2, 3 or 4 family, owner-occupied residence (including condominiums) listed on the building permit that I am applying for, and I am not required to show specific proof of workers' compensation insurance coverage for such residence because (please check the appropriate box):

- ☐ I am performing all the work for which the building permit was issued.
- ☐ I am not hiring, paying or compensating in any way, the individual(s) that is(are) performing all the work for which the building permit was issued or helping me perform such work.
- ☐ I have a homeowner's insurance policy that is currently in effect and covers the property listed on the attached building permit AND am hiring or paying individuals a total of less than 40 hours per week (aggregate hours for all paid individuals on the jobsite) for which the building permit was issued.

I also agree to either:

- † acquire appropriate workers' compensation coverage and provide appropriate proof of that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit if I need to hire or pay individuals a total of 40 hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on the building permit, or if appropriate, file a WC/DB-100 exemption form; OR
- † have the general contractor, performing the work on the 1, 2, 3 or 4 family, owner-occupied residence (including condominiums) listed on the building permit that I am applying for, provide appropriate proof of workers' compensation coverage or proof of exemption from that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit if the project takes a total of 40 hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on the building permit.

(Signature of Homeowner)

(Date Signed)

(Homeowner's Name Printed)

Home Telephone Number

Property Address that requires the building permit:

Sworn to before me this _____ day of _____

(County Clerk or Notary Public)



Wood Stoves, Fireplaces, and Space Heaters for Manufactured Homes

Download

Alchis Product (PDF) (239 Kb)

 Wood Stoves, Fireplaces, and Space Heaters for Manufactured Homes (PDF, 239 Kb)

More than one-eighth of residential fires are related to the use of supplemental room heaters, such as wood- and coal-burning stoves, kerosene heaters, gas space heaters, and electrical heaters. You can reduce the chances that your family will experience a home fire by following simple guidelines on the installation and use of these appliances.

Install Safely

Most of the fires related to supplemental heating appliances are caused by improper installation, maintenance, or use of the appliances. Every appliance should have a complete set of installation instructions and should be installed according to the manufacturer's instructions. Wood stoves should sit on a non-combustible surface or on a code-specified or listed floor protector. Fireplaces should have noncombustible materials around the opening and hearth. Space heaters should be placed on a firm surface out of the way so that they won't be tipped over and spill fuel or have hot surfaces come in contact with combustible flooring. Many space heater fires are caused by the heater being tipped over by children or pets. Combustibles such as curtains, chairs, firewood, and even walls should be at least three feet away from the appliance.

Vents and chimneys for heating appliances must be installed with proper clearances to combustible materials. Typically, 18 inches of air space is required between single-wall connector pipes and combustibles and 2 inches between insulated chimneys and combustibles. A common fire problem exists where chimney pipes pass through exterior walls and are too close to combustibles within the wall. Unvented gas-fired space heaters should not be used in small enclosed areas, especially bedrooms, because of the potential for carbon monoxide poisoning.

Use Safely

Careful operation is crucial to occupant safety. Use only fuels appropriate for the appliance. Use coal only if specifically approved by the stove manufacturer. Gasoline or other flammable liquids should never be used to start a wood fire since it might explode or flare up. Never use gasoline in kerosene heaters. Even small amounts of gasoline mixed with kerosene can increase the risk of fire. The directions on artificial logs made from wax and sawdust say they should be used one at a time in fireplaces and never used in wood stoves. This is because the heat can melt the log causing it to flare up or leak burning liquid from the appliance. Pressure-treated wood should not be burned in stoves or fireplaces because it contains toxic chemicals that can make you sick. Always use a fireplace screen to keep sparks from igniting materials in the room. Keep a window ajar or the door open in a room where an unvented heater is in use. Avoid the use of extension cords with electric heaters. Never use heaters to dry clothing or other combustibles. Do not leave fireplaces or most space heaters unattended. Young children should be kept away from any appliance that has hot surfaces that can cause burns.

Maintain Carefully

Chimneys and vents should be inspected and cleaned annually. Have chimneys inspected and cleaned when necessary by a professional chimney sweep. Creosote is an unavoidable product of wood-burning stoves and fireplaces. Creosote builds up in connectors and chimney flues and can cause a chimney fire. Don't burn newspapers or other trash in a fireplace because they burn too hot and can ignite a chimney fire. Kerosene heaters should be cleaned and wicks replaced annually. Electric heaters with frayed or damaged cords should never be used.

This Fact Sheet was jointly produced by the U.S. Fire Administration, U.S. Department of Housing and Urban Development, and the National Institute of Standards and Technology's Building and Fire Research Laboratory. It is in the public domain and can be freely reproduced and distributed.



NIST

For more information on manufactured home fire safety see the other fact sheets in this series:

- Planning Escape,
 - Smoke and Carbon Monoxide Alarms,
 - Fire Sprinklers, and
 - Electrical Safety
- or contact your local fire department.

Wood Stoves, Fireplaces, and Space Heaters for Manufactured Homes

More than one-eighth of residential fires are related to the use of supplemental room heaters, such as wood- and coal-burning stoves, kerosene heaters, gas space heaters, and electrical heaters. You can reduce the chances that your family will experience a home fire by following simple guidelines on the installation and use of these appliances.

Install Safely

Most of the fires related to supplemental heating appliances are caused by improper installation, maintenance, or use of the appliances. Every appliance should have a complete set of installation instructions and should be installed according to the manufacturer's instructions. Wood stoves should sit on a non-combustible surface or on a code-specified or listed floor protector. Fireplaces should have noncombustible materials around the opening and hearth. Space heaters should be placed on a firm surface out of the way so that they won't be tipped over and spill fuel or have hot surfaces come in contact with combustible flooring. Many space heater fires are caused by the heater being tipped over by children or pets. Combustibles such as curtains, chairs, firewood, and even walls should be at least three feet away from the appliance.

Vents and chimneys for heating appliances must be installed with proper clearances to combustible materials. Typically, 18 inches of air space is required between single-wall connector pipes and combustibles and 2 inches between insulated chimneys and combustibles. A common fire problem exists where chimney pipes pass through exterior walls and are too close to combustibles within the wall. Unvented gas-fired space heaters should not be used in small enclosed areas, especially bedrooms, because of the potential for carbon monoxide poisoning.

Use Safely

Careful operation is crucial to occupant safety. Use only fuels appropriate for the appliance. Use coal only if specifically approved by the stove manufacturer. Gasoline or other flammable liquids should never be used to start a wood fire since it might explode or flare up. Never use gasoline in kerosene heaters. Even small amounts of gasoline mixed with kerosene can increase the risk of fire. The directions on artificial logs made from wax and sawdust say they should be used one at a time in fireplaces and never used in wood stoves. This is because the heat can melt the log causing it to flare up or leak burning liquid from the appliance. Pressure-treated wood should not be burned in stoves or fireplaces because it contains toxic chemicals that can make you sick. Always use a fireplace screen to keep sparks from igniting materials in the room. Keep a window ajar or the door open in a room where an unvented heater is in use. Avoid the use of extension cords with electric heaters. Never use heaters to dry clothing or other combustibles. Do not leave fireplaces or most space heaters unattended. Young children should be kept away from any appliance that has hot surfaces that can cause burns.

Maintain Carefully

Chimneys and vents should be inspected and cleaned annually. Have chimneys inspected and cleaned when necessary by a professional chimney sweep. Creosote is an unavoidable product of wood-burning stoves and fireplaces. Creosote builds up in connectors and chimney flues and can cause a chimney fire. Don't burn newspapers or other trash in a fireplace because they burn too hot and can ignite a chimney fire. Kerosene heaters should be cleaned and wicks replaced annually. Electric heaters with frayed or damaged cords should never be used.



ELECTRICAL INSPECTION INSTRUCTIONS

An inspection by a "Certified Electrical Inspector" must be completed prior to the installation of insulation and gypsum wallboard or covered by any building material. Below is a list of approved agencies providing this service.

- **MEC ELECTRIC – 342-1322**
- **MARK GREER – 564-7127**
- **ROBERT GROFF, JR. – 1-800-487-0535**
- **CHRIS EMMONS – 806-5281**
- **LARRY KINNE – 633-0027**
- **N.Y. BOARD OF FIRE UNDERWRITERS - 463-8552**
- **TIM BIRMINGHAM: 964-1276**
- **RICHARD ZYJEWSKI - SYRACUSE 635-2373**

Inspection results "must be submitted" to the Code Enforcement Officer before a Certificate of Occupancy can be issued.



With the increasing costs and potential shortages of natural gas and fuel oil, many homeowners have turned to wood burning stoves for supplementary home heating. Along with fuel cost savings, many of us are attracted to the warm glow of yesteryear that a woodstove can add to a home. Unfortunately, this romantic return to the "good old days" bring with it some old-fashioned drawbacks . . . fire hazards.

Most of us have very limited experience with wood burners. Due to this inexperience, many fires are caused by faulty installation and misuse of wood-burning stoves.

- Heat radiation from stove, stovepipe or chimney igniting adjacent combustible materials
- Sparks escaping into house
- Sparks from chimney top
- Fires from creosote accumulation in chimney

These fire hazards can be greatly reduced with:

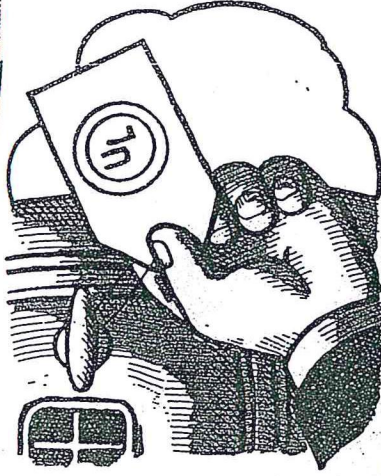
- Proper equipment selection
- Proper stove installation . . . including adequate air space clearances and circulation
- Proper maintenance and use of stove

If you have or are considering a wood burning stove, take a few minutes to read this pamphlet. It will provide you with some basic information which, combined with your local fire and building codes, can help protect your family from the tragic losses caused by preventable fires.

Remember, this pamphlet is not an instruction guide for the installation of wood burning stoves. If you have any questions on the installation, use and maintenance of a wood burning stove, contact a qualified heating contractor that is experienced with these types of heaters.

Selecting a stove

- It's best to purchase a new stove from an experienced, reliable dealer.
- Although more expensive, plate steel and cast iron stoves last longer and retain heat for longer periods.
- Check stoves for sources of certification or listings such as Underwriters Laboratory (UL) . . . it's an indication of successful testing of the stove.
- If you purchase a used stove, inspect it thoroughly for cracks and similar defects . . . also check legs, hinges, door seals and draft louvers.



Installing a stove

- Check local fire and building codes. If you're not completely sure of installation requirements, or procedures, get a qualified heating contractor experienced with wood burning stoves to do the job.
- Locate stove in a place that will be regularly supervised during operation.
- Clearances around the stove and piping (see illustration at right) are vital considerations because wood burning stoves produce large amounts of radiant heat and most things are capable of absorbing this heat. For example, brick, slate, stone and cement (less than 8" thick) do not offer protection from radiant heat. Clearances to wall can be reduced by using suitable non-combustible material spaced out 1" from wall for ventilation.
- Place stove on a fire-resistive base.
- Fireplace inserts or stoves in fireplaces need a vent directly connected to the chimney flue. This positive connection is intended to reduce creosote accumulation in the chimney.
- Before completing installation, have your local fire department inspect or examine the installation of the stove, clearances, floor and wall protection and chimney.
- Chimney flue should be no more than 3 times larger in cross sectional area than the stovepipe . . . do not connect more than one heating device to flue.
- A prefabricated metal chimney should be listed by Underwriters Laboratory (UL) or other recognized laboratory.
- A metal chimney should extend at least three feet above the highest point where it passes through the roof, and at least 2 feet higher than any portion within 10 feet.

- Stovepipe connectors should be of the proper gauge recommended by National Fire Protection Association (NFPA).
- Stovepipe should run straight and short as possible—long runs of pipe should be avoided to minimize the formation and fire hazards of creosote.
- Where a stovepipe must pass through a combustible wall, a UL listed "wall pass through" device should be used.

