

BUILDING DEPARTMENT
VILLAGE OF RYE BROOK
938 KING STREET RYE BROOK, NY 10573
(914) 939-0668
www.ryebrookny.gov

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

FOR OFFICE USE ONLY:

PERMIT #: _____

Approval Date: _____

Permit Fee: \$ _____

Approval Signature: _____

Other: _____

Disapproved: _____

(fees are non-refundable)

DO NOT START WORK or 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

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 Contractor's Westchester County Home Improvement License, Liability Insurance. (Village of Rye Brook must be listed as certificate holder) & Workers Compensation Insurance on a NYS Board form (Form # C105.2 or Form # U26.3 / or NY State Workers Compensation Waiver)
4. Payment of Fees/Unit: **RESIDENTIAL = \$200.00/unit**
COMMERCIAL = \$25.00/1000.00 of Construction/Materials Cost with a minimum fee of \$275.00.
5. Complete specifications for each unit being installed.
6. Inspection by the Building Department for removal and/or installation. (48 hour notice required)
7. Electrical work requires a separate Electrical Permit & Electrical Inspection.
8. Plumbing/Gas work requires a separate Plumbing Permit & Plumbing Inspection.

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. Scope of Work: New Installation () • Replacement () • Removal () • Other () : _____
5. List Equipment: _____

6. Location of Equipment: _____

7. Method of Installation/Removal (list all equipment needed to perform job): _____
8. Estimated Cost (Commercial Only): _____

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 Heating, Ventilation and/or Air Conditioning Contractor for the legal owner and is duly authorized to make and file this application.

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_____

Sworn to before me this _____
day of _____, 20_____

Signature of Property Owner

Signature of Applicant

Print Name of Property Owner

Print Name of Applicant

Notary Public

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.