

TOWN OF MARCELLUS

CODE ENFORCEMENT OFFICE

22 East Main Street
Marcellus NY 13108
315-673-3269
Fax: 315-673-9102

www.marcellusny.com

codes@marcellusny.com

HEATING APPLIANCE / CHIMNEY PERMIT APPLICATION PROCEDURE

- A) Complete all applicable sections of the Heating Appliance / Chimney Permit Application.
- B) Sign and date the bottom of the application.
- C) Submit the following required items with your completed application:
(Some may not be applicable to your project)
 - ☐ Copy of your survey indicating the project location with dimensions and setbacks
 - ☐ Building Plans (New York State law requires (with few exceptions) that all plans and drawings relating to the construction or alteration of buildings or structures bear the original seal and signature of a NYS registered architect or licensed engineer.)
 - ☐ Copy of the installation instructions for any manufactured chimney and appliance.
 - ☐ Contractor Insurance Certificates with Town of Marcellus as certificate holder:
 - o General Contractor's Liability Insurance Certificate
 - o General Contractor's Workman's Compensation Insurance Certificate or exemption
(Form C-105.2, GSI-105.2, U-26.3, CE-200, SI-12 or BP-1)
- D) The Code Enforcement Officer has ten days to review a completed application and to approve or deny same. Typical applications take 1-2 days to review.
- E) All applicable inspections listed on building permit and included in this packet are mandatory. Please call two days ahead to schedule inspections.
- F) Length of validity. Permits shall be valid for up to one year from date of issue. An extension may be granted provided that good cause is shown and an extension application is submitted prior to the end of the first year. An extension request may require review by the Zoning Board of Appeals. If at the end of two years substantial work has not been done, the permit shall expire and shall be null and void.
- G) Call 811 Before You Dig! You must call for a location request at least two working days but not more than 10 working days before any excavation starts.
- H) If you have any questions or need assistance with your application, please contact the Code Enforcement Office:

Codes Office 673-3269, extension 4, codes@marcellusny.com

Planning / ZBA 673-3269, extension 7, pbzba@marcellusny.com

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HEATING APPLIANCE / CHIMNEY PERMIT APPLICATION

All applicable sections of this application must be completed - incomplete applications will be returned.

Property Owner: _____ Day Time Phone: _____

Project Address: _____ E-mail: _____

Tax Map Number: _____ Zoned: _____ Subdivision Name: _____

Undersigned Petitions Permission For: ☐ Chimney or Vent ☐ Fireplace ☐ Furnace
☐ Wood Stove ☐ Coal Stove ☐ Gas Stove ☐ Pellet Stove ☐ BoilerVented through: ☐ Wall ☐ Ceiling ☐ Vent-free

Description of the proposed project: _____

Estimated value of all work - materials and labor: \$ _____

Complete all that apply:

Chimney/Vent:**Fireplace:****Heating Appliance:**

Type of construction: _____ Type of construction: _____ Fuel type: _____

Flue dimensions: _____ Fuel type: _____ Collar size: _____

Brand: _____ Brand: _____ Brand: _____

Model: _____ Model: _____ Model: _____

Listed by: _____ Listed by: _____ Listed by: _____

Contractor: _____ Contact Person: _____

Address: _____ Phone: _____

If the construction or alteration will have an effect on either structural or public safety or exceed \$20,000 in cost, all plans submitted must bear the original seal and signature of a NYS licensed Professional Engineer or Registered Architect. (NYS Education Law sections 7209 & 7303)

Architect: _____ RA _____ PE _____ Lic. No: _____

Address: _____ Phone: _____

Applicant Certification: I hereby certify that this application is true and correct to the best of my knowledge. That all work done under any resulting permit will comply with the requirements of the New York State Uniform Fire Prevention and Building Code, the Town of Marcellus Zoning Law and all other applicable regulations. I also understand that the granting of a permit does not give authority to violate or cancel the provisions of any other laws or regulations.

Inspections Required: I understand I am responsible to ensure that the required building inspections are performed by the appropriate inspector and have been approved prior to concealing any work.

Consent To Enter Property: By signing this application I agree to allow representatives of the Town of Marcellus access to the above referenced property at reasonable times for the purpose of obtaining information relevant to the processing of this application and to ascertain compliance with any resulting permit.

SIGNATURE OF OWNER OF PREMISES: _____**DATE:** _____

Official Use Only

Date Completed: _____ Date Approved: _____ Approved By: _____

Application No.: _____ Date Denied: _____ Denied By: _____

FMV: _____ Date Notified: _____

Fee: _____ Reason Denied: _____

INSPECTION SCHEDULE FOR NEW CONSTRUCTION

All applicable inspections listed below are MANDATORY.

1) **FOOTINGS:**

To be placed on undisturbed soil, a minimum of 42" deep, formed on both sides of the concrete with 2 by X lumber, sized in accordance with the NYS Uniform Code. Forms are to be squared and leveled to fit the structure. Rebar is to be installed per ACI specs, each bar to be aligned under edges of foundation. Rebar is to be located one-third up in the forms and is to be supported on chairs or wire-tied to the forms, overlaps to be a minimum of 24" and tied on both ends.

CALL FOR INSPECTION BEFORE ORDERING CONCRETE.

COPIES OF ALL CONCRETE LOAD TICKETS THAT CERTIFY THE COMPRESSIVE STRENGTH OF CONCRETE MUST BE SUBMITTED TO THE CODES OFFICE.

- 2) **FOUNDATION:** Foundation wall including sill plate, anchor bolts (10" in length, 6' on center and 12 inches from the end of any section of sill plate), waterproofing and drainage tile **BEFORE BACKFILLING.**
- 3) **ASH PIT:** Fireplace ash pit **BEFORE ENCLOSING.**
- 4) **FIREBOX:** Fireplace firebox immediately after damper is installed.
- 5) **FRAMING:** Vertical and horizontal members. Interior members after electrical and piping rough-ins and **BEFORE INSULATING OR ENCLOSING.**
- 6) **MECHANICALS, CHIMNEYS & FIREPLACES:** To be inspected **BEFORE ENCLOSING.**
Must be approved before insulation or gypsum is applied. All heating devices are to comply with Manufacturer's specs.
- 7) **ELECTRICAL:** Rough-in electrical inspection is required **PRIOR TO INSULATION OR DRYWALL.**
We need to see the inspection approval from one of the following agencies **BEFORE ENCLOSING:**
The inspector, or Commonwealth Electrical Inspection Service
- 8) **GAS LINES:** All gas lines **BEFORE ENCLOSING.**
- 9) **FIRE-STOPPING:** Vertical and horizontal firestopping after mechanical, electrical and piping rough-ins.
- 10) **INSULATION:** Batting insulation must be inspected **PRIOR TO ENCLOSING.** If insulation is blown into attic or wall areas, venter certification is required.
- 11) **FINAL BUILDING INSPECTION:** **Must be performed prior to use.***
FINAL ELECTRICAL INSPECTION: Should be scheduled prior to final building inspection.
CERTIFICATE OF COMPLIANCE: Must be obtained **BEFORE USE TAKES PLACE.**
AS-BUILT SURVEY: An as-built survey (structure location plotted on final survey by a NYS licensed surveyor) is required for projects involving variances and may be required for other projects.

**** CALL AT LEAST TWO DAYS AHEAD TO SCHEDULE INSPECTIONS ****

(This is a general inspection schedule and may not include all of the required inspections that pertain to your individual project.)

*If the applicable certificate is not obtained prior to occupancy or use, legal action will be taken as outlined in the Town of Marcellus Zoning Law. Failure to have a required inspection certified by the Code Enforcement Officer will negate the issuance of a certificate.

FAILURE TO COMPLY WITH THIS INSPECTION SCHEDULE CAN RESULT IN THE ISSUANCE OF A STOP WORK ORDER, FINES AND IMPRISONMENT NOT TO EXCEED ONE YEAR.