



TOWN of GREENBURGH
DEPARTMENT OF BUILDINGS
177 HILLSIDE AVENUE, GREENBURGH, NY 10607
(914) 989-1566 Fax (914) 989-1573
www.GreenburghNY.com email: building@greenburghNY.com

BUILDING PERMIT APPLICATION FOR HVAC

OFFICE USE

Permit #: _____

HVAC PERMIT Fee \$ _____ Payment Ck# _____ CR MO Receipt #: _____

Reviewed By: _____

REQUIRED DOCUMENTATION

1. One **complete** original HVAC application
2. One set of **mechanical drawings** signed and sealed (**all** commercial, residential for any new or replacement ductwork)
3. Copy of **specifications** of units to be installed
4. **Location of exterior units on a site plan** with setbacks to property lines (if not rooftop placement)
5. **Fees** (payable by check credit card or money order) \$150 for initial \$1,000 of estimated cost plus \$15 per each additional \$1,000 thereafter; Fees are doubled for legalizations Re-inspection fee \$300.00
6. **Certificate of liability insurance/ NYS Workers Compensation and Disability insurance**, naming the "Town of Greenburgh" as additionally insured/certificate holder (workers' comp., disability cannot be on an Acord form)
7. **Separate Electrical/Plumbing Permits** required for any and all electrical and plumbing connections
8. **RESIDENTIAL - Copy of Manual J** - Section R403.7 of the 2020 IECC is a mandatory section that deals with equipment sizing and efficiency ratings. Heating and cooling equipment shall be sized in accordance with ACCA Manual S based on building loads calculated in accordance with ACCA Manual J
COMMERCIAL - Copy of Heating/Cooling Load Calculations - Section C403.1.1 of the 2020 IECC is mandatory and must be in accordance with ASHRAE/ACCA Standard 183

SUBJECT PROPERTY

Street Address _____ City _____ Zip _____

Parcel ID: _____

Owner _____ Address _____

Lessee _____ Address _____

TYPE OF INSTALLATION:

- New Residential Unit Residential Additional Unit Residential Unit Change
 New Commercial Bldg. Commercial Addition Commercial Alteration

PRINCIPAL TYPE OF HEAT/FUEL & SYSTEM:

Boiler / Burner: Gas (*requires plumbing permit for Westchester County licensed plumber to connect*) Oil
 Electric (*requires electrical permit for Westchester County licensed electrician to connect*) Coal

System: Radiant Hot Water Warm Air Steam Air Conditioning Ventilation / Hood Refrigeration

POLYPROPYLENE OR CPVC PIPING MUST BE USED FOR ALL EXHAUST VENTS FOR CONDENSING BOILERS AND FURNACES

DESCRIPTION & AREA OF WORK: _____

PROFESSIONAL ENGINEER INFORMATION

Professional Engineer Name: _____

Address : _____

Telephone Number: _____ N.Y.S. License Number : _____

CONTRACTOR INFORMATION

Contractor's Name : _____ Telephone Number : _____

Address: _____ Number of Employees : _____

EMAIL: _____

Signature : _____

* Note : If a Corporation, please print President's Name Clearly

AFFIRMATION OF CONTRACTOR OR ENGINEER:

I, _____ do hereby affirm and certify as follows: (i) I am a contractor / 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 construction; (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

\$ _____; and (iv) Pursuant to Penal Law § 210.45, I acknowledge that a false written statement made knowingly is a class A misdemeanor.

SIGNATURE OF APPLICANT

PRINT NAME OF APPLICANT