

Application for Mechanical or Systems Permit



PLANNING & BUILDING DEPARTMENT
85 EAST MAIN STREET 585-742-5035
VICTOR NY 14564 585-924-0202 FAX
www.victorny.org codes@town-victor-ny.us

INSTRUCTIONS

The undersigned hereby makes application for the work indicated on this form and required documentation. This application is to be reviewed by the code enforcement official, whose review will be based on the supplied documentation.
The permit will be issued when all review notes are addressed, contractor insurances are on file, and permit fees are paid.

Address of Job Site _____

Work Start Date _____

Estimated Value of Work _____

Estimated End Date _____

Nature of Work: New Replacement Upgrade

Incomplete applications will not be accepted

Please check work to be done Documentation required

<input type="checkbox"/>	Electrical Panel	Scope of work document or contract, indicating extent of work
<input type="checkbox"/>	Electrical Work	Scope of work document or contract, indicating extent of work
<input type="checkbox"/>	Fence	A survey map, showing location of the fence relative to the property lines and buildings on the property; any areas of the property locations of easements on the property; information on the style and height of the fence.
<input type="checkbox"/>	Fireplace	Specification of the type of fireplace or solid-fuel appliance (fireplace, solid fuel, insert, decorative logs, etc.); location of the unit in the building; brochure of unit being installed, showing UL or ASTM approval and manufacturer's specifications for setbacks and use; provisions for combustion air, if required; chimney details, showing compliance with specific unit to be installed
<input type="checkbox"/>	Fire alarm	Installation or modification of a commercial fire alarm system. Scope of work document showing compliance with NFPA 72.
<input type="checkbox"/>	Fire suppression system	Installation or modification of a fire suppression system Scope of work documents showing compliance with NFPA 13.
<input type="checkbox"/>	Furnace/ HVAC/ Geothermal	Scope of work document or contract, indicating the type of unit being installed, its efficiency rating, and any duct work installation. If geothermal system, include survey map showing location of lines relative to structures and property lines.
<input type="checkbox"/>	Generator	Specifications about the unit being installed including make, model number, and overall dimensions. A general plot plan showing the location of the unit(s) and distances from the house, windows, doors, and gas meter or fuel tanks.
<input type="checkbox"/>	Water heater/ Pool heater	Scope of work document or contract, indicating the type and location of unit.
<input type="checkbox"/>	Roofing	Scope of work document or contract indicating current roof, if roof-over (#of layers presently) or re-roof, if ice/water shield will be installed, and any other work to be completed.
<input type="checkbox"/>	Septic System	Results of percolation tests witnessed by the Town Engineer's Office and a site plan showing the design and cross-section of the wastewater disposal system, the relation to lot lines, adjacent and on-set well or water supply, and buildings.
<input type="checkbox"/>	Solar Panel	Specifications of the panels to be installed and related electrical diagrams, including any structural requirements for roof mounted panels or general plot plan showing location if ground-mounted.
<input type="checkbox"/>	Windows	Specifications on the windows to be installed, including U-values, and indicate the size of windows to be installed and the rooms they are serving.
<input type="checkbox"/>	Other	When directed by Planning & Building staff, include a full scope of work of the proposed installation of the system and documents to show the work will comply with the NYS Building Codes

**OUR OFFICE ISSUES COMMENTS AND FINAL CERTIFICATES VIA EMAIL.
PLEASE DOUBLE CHECK EMAIL ADDRESSES.**



Applicant's Name _____	Best phone # _____
Applicant's Address _____	
Applicant's Email _____	
Owner's Name _____	Best phone # _____
Owner's Address _____	
Owner's Email _____	
Contractor's Name _____	Best phone # _____
Contractor's Address _____	
Contractor's Email _____	

BUILDING OWNER CERTIFICATION
 To be signed by owner (if not applicant) or submit a letter

I, _____, hereby certify that I have full knowledge of the proposed work as described herein and take no exception to such activity. I understand I cannot occupy or use area of work until completed and final certificates are issued by the Town of Victor. I further understand it is ultimately my responsibility that the project meets the NYS Uniform and Building Codes and the local zoning code.

Signature of Owner/title: _____ Date _____

Acceptance does not relieve the agent, applicant, architect, builder, engineer, or owner from complying with any of the provisions of the NYS Building Code, Energy Code, SEQRA Act, Local Zoning, etc., whether stated, implied, or omitted in the plans and specifications submitted for the building permit. Incorrect information may result in revocation of permit.

Signature of Applicant: _____ Date _____

02Mar16 Version

For Office Use Only

	Signature	Date	
Examined by _____	_____	_____	Permit Fee _____
Approved/Denied by _____	_____	_____	Receipt # _____
			Permit # _____
			Date Issued _____