

# TOWN OF NORTH EAST

OFFICE OF THE BUILDING INSPECTOR

PO Box 516, Millerton, New York 12450

Phone 518-789-3300 x 607 Fax: 518-789-3399

## APPLICATION FOR MECHANICAL PERMIT

DATE: \_\_\_\_\_

PERMIT #: \_\_\_\_\_

### IDENTIFICATION OF APPLICANT:

NAME OF OWNER \_\_\_\_\_ PHONE \_\_\_\_\_

PARCEL GRID NO. \_\_\_\_\_ CELL: \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ ZONING DISTRICT \_\_\_\_\_

NAME OF APPLICANT \_\_\_\_\_ PHONE \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ EMAIL \_\_\_\_\_

### DESCRIBE THE PROPOSED WORK FOR THIS APPLICATION:

- WOOD STOVES     OIL TANK INSTALL     ELEVATORS     PLUMBING SYSTEMS  
 AUXILLIARY GENERATOR     HVAC SYSTEMS     SOLAR PANELS     ELECTRICAL UPGRADE  
 BOILER/FURNACE     FIREPLACES     OTHER \_\_\_\_\_

DESCRIPTION OF WORK TO BE PERFORMED: \_\_\_\_\_

SETBACKS: FRONT \_\_\_\_\_ REAR \_\_\_\_\_ SIDE \_\_\_\_\_

ESTIMATED COST \$ \_\_\_\_\_

### ATTACHED HERETO & MADE A PART OF THIS APPLICATION I SUBMIT THE FOLLOWING DOCUMENTS:

- A PROPERTY SURVEY OR A COPY OF THE APPROVED PLOT OF THE AFFECTED PREMISES (If Applicable)  
 MANUFACTURER'S SPECIFICATIONS & CONSTRUCTION PLANS  
 REQUIRED LICENSES  
 PROOF OF WORKMAN'S COMPENSATION INSURANCE ON FORM #C-105.2 OR U26.3 BY THE CARRIER

APPLICATION IS HEREBY MADE TO THE OFFICE OF THE BUILDING INSPECTOR, DEPARTMENT OF PLANNING, ZONING, AND BUILDING PURSUANT TO THE N.Y.S. UNIFORM FIRE PREVENTION & BUILDING CODE & THE CODE OF THE TOWN OF NORTH EAST AS ADOPTED BY THE TOWN BOARD. THE APPLICANT AGREES TO COMPLY WITH ALL APPLICABLE LAWS, ORDINANCES & REGULATIONS.

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

(Must be signed in office)

SIGNATURE OF OWNER \_\_\_\_\_ DATE \_\_\_\_\_

### OFFICE USE ONLY

ADMIN. FEE \$ \_\_\_\_\_ MECH. PERMIT FEE \$ \_\_\_\_\_ RECEIPT NO. \_\_\_\_\_ DATE \_\_\_\_\_

OFFICIAL SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

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### **EXTERIOR MECHANICAL SYSTEMS**

GASIFICATION BOILERS, INSTALLATION OF EXTERIOR OIL TANKS,  
SOLAR PANELS, EXTERIOR WOODBURNING STOVES,  
AUXILIARY GENERATORS, ELECTRICAL

### BUILDING PERMIT APPLICATION INFORMATION

The following instructions will provide assistance in filling out an application for a building permit. To avoid unnecessary delays in obtaining a Building Permit all the following items shall be provided.

1. **MECHANICAL PERMIT APPLICATION** - The application must be completed and signed by the owner of the property or a letter of authorization from the owner allowing the applicant to sign and obtain the Building Permit is required to be submitted with the application.
2. **MANUFACTURER'S SPECIFICATIONS** - Submit a copy of the manufacturer's installation instructions or specifications for the mechanical system.
3. **PLOT PLAN** - Solar panels, exterior oil tanks, generators, and exterior air conditioners require a survey or site plan showing the location of the mechanical system and indicating the proper sideline setbacks from the property line in conformance with Town of North East Zoning Law. If necessary, a survey may be required to confirm conformity. If property is in a municipal water and/or sewer district, show water and sewer line location.
4. **FEES PAID** - Fees shall be paid in accordance with the Standard Schedule of Fees as adopted by the Town Board.