

VILLAGE OF LIVERPOOL
CODE ENFORCEMENT OFFICE

310 Sycamore Street | Liverpool, NY 13088
Phone: (315) 457-3441 x4
codes@villageofliverpool.org

HEATING, VENTILATION AND AIR CONDITIONING 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 location, with dimensions and setbacks, of any exterior components
 - ☐ Building plans, drawings when applicable
 - ☐ Copy of the installation instructions for any HVAC unit, appliance, chimney or vent.
 - ☐ Contractor Insurance Certificates with Village of Liverpool as certificate holder:
 - General Contractor's Liability Insurance Certificate
 - 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) 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 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.

VILLAGE OF LIVERPOOL

310 Sycamore Street, Liverpool, NY 13088

(315) 457-3441, Ext. 4 / Fax: (315) 457-5119

HVAC PERMIT APPLICATION

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

Project Address: _____ **Tax Map No.** _____ **Zoning:** _____**Property Owner:** _____ **Day Time Phone:** _____**Owner Address:** _____ **E-mail:** _____**Undersigned Petitions Permission for (check all that apply):**☐ HVAC Unit ☐ Decorative Appliance ☐ Cooking Appliance ☐ Pool Heater ☐ Kitchen Hood Installation☐ Heat pump/ Geothermal ☐ Chimney or Vent ☐ Gas Piping ☐ Electrical Wiring ☐ Tank**Fuel Type:** ☐ Gas ☐ Oil ☐ Wood ☐ Coal **Vented through:** ☐ Wall ☐ Ceiling ☐ Vent-free**Appliance Location:** _____ **Estimated cost of all work - materials and labor: \$** _____**Description of the proposed project:** _____**Heating/ Cooling Unit:****Brand:** _____**Model:** _____**Listed by:** _____**Collar size:** _____**Chimney/ Vent:****Brand:** _____**Model:** _____**Listed by:** _____**Flue dimensions:** _____**Other Unit:****Brand:** _____**Model:** _____**Listed by:** _____**Unit type:** _____**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)

Design Professional: _____ **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 performed under any resulting permit will comply with the requirements of the New York State Uniform Fire Prevention and Building Code, the Village of Liverpool Code 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 Village access to the above referenced property at reasonable times to ascertain compliance with any resulting permit.**SIGNATURE OF OWNER OF PREMISES: X****DATE:** _____**Official Use Only****Application No.:** _____**Date Completed:** _____**Fee:** _____**Date Approved:** _____**Approved By:** _____**FMV:** _____**Date Denied:** _____**Denied By:** _____**Date Notified:** _____**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.** Any wall or ceiling pass-through **BEFORE 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 an AUTHORIZED ELECTRICAL INSPECTOR **BEFORE ENCLOSING.**

8) GAS LINES: All gas lines **BEFORE ENCLOSING.**

9) FIREBLOCKING: Vertical and horizontal fireblocking after mechanical, electrical and piping rough-ins.

10) INSULATION: Batting insulation must be inspected **PRIOR TO ENCLOSING.**

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 Village of Liverpool Code. 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

VILLAGE OF LIVERPOOL
CODE ENFORCEMENT OFFICE

310 Sycamore Street | Liverpool, NY 13088
Phone: (315) 457-3441 x4
codes@villageofliverpool.org

HEATING, VENTILATION AND AIR CONDITIONING 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 location, with dimensions and setbacks, of any exterior components
 - ☐ Building plans, drawings when applicable
 - ☐ Copy of the installation instructions for any HVAC unit, appliance, chimney or vent.
 - ☐ Contractor Insurance Certificates with Village of Liverpool as certificate holder:
 - General Contractor's Liability Insurance Certificate
 - 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) 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 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.

VILLAGE OF LIVERPOOL

310 Sycamore Street, Liverpool, NY 13088

(315) 457-3441, Ext. 4 / Fax: (315) 457-5119

HVAC PERMIT APPLICATION

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

Project Address: _____ **Tax Map No.** _____ **Zoning:** _____**Property Owner:** _____ **Day Time Phone:** _____**Owner Address:** _____ **E-mail:** _____**Undersigned Petitions Permission for (check all that apply):**☐ HVAC Unit ☐ Decorative Appliance ☐ Cooking Appliance ☐ Pool Heater ☐ Kitchen Hood Installation☐ Heat pump/ Geothermal ☐ Chimney or Vent ☐ Gas Piping ☐ Electrical Wiring ☐ Tank**Fuel Type:** ☐ Gas ☐ Oil ☐ Wood ☐ Coal **Vented through:** ☐ Wall ☐ Ceiling ☐ Vent-free**Appliance Location:** _____ **Estimated cost of all work - materials and labor: \$** _____**Description of the proposed project:** _____**Heating/ Cooling Unit:****Brand:** _____**Model:** _____**Listed by:** _____**Collar size:** _____**Chimney/ Vent:****Brand:** _____**Model:** _____**Listed by:** _____**Flue dimensions:** _____**Other Unit:****Brand:** _____**Model:** _____**Listed by:** _____**Unit type:** _____**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)

Design Professional: _____ **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 performed under any resulting permit will comply with the requirements of the New York State Uniform Fire Prevention and Building Code, the Village of Liverpool Code 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 Village access to the above referenced property at reasonable times to ascertain compliance with any resulting permit.**SIGNATURE OF OWNER OF PREMISES: X****DATE:** _____**Official Use Only****Application No.:** _____**Date Completed:** _____**Fee:** _____**Date Approved:** _____**Approved By:** _____**FMV:** _____**Date Denied:** _____**Denied By:** _____**Date Notified:** _____**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.** Any wall or ceiling pass-through **BEFORE 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 an AUTHORIZED ELECTRICAL INSPECTOR **BEFORE ENCLOSING.**

8) GAS LINES: All gas lines **BEFORE ENCLOSING.**

9) FIREBLOCKING: Vertical and horizontal fireblocking after mechanical, electrical and piping rough-ins.

10) INSULATION: Batting insulation must be inspected **PRIOR TO ENCLOSING.**

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 Village of Liverpool Code. 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

VILLAGE OF LIVERPOOL
CODE ENFORCEMENT OFFICE

310 Sycamore Street | Liverpool, NY 13088
Phone: (315) 457-3441 x4
codes@villageofliverpool.org

HEATING, VENTILATION AND AIR CONDITIONING 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 location, with dimensions and setbacks, of any exterior components
 - ☐ Building plans, drawings when applicable
 - ☐ Copy of the installation instructions for any HVAC unit, appliance, chimney or vent.
 - ☐ Contractor Insurance Certificates with Village of Liverpool as certificate holder:
 - General Contractor's Liability Insurance Certificate
 - 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) 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 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.

VILLAGE OF LIVERPOOL

310 Sycamore Street, Liverpool, NY 13088

(315) 457-3441, Ext. 4 / Fax: (315) 457-5119

HVAC PERMIT APPLICATION

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

Project Address: _____ **Tax Map No.** _____ **Zoning:** _____**Property Owner:** _____ **Day Time Phone:** _____**Owner Address:** _____ **E-mail:** _____**Undersigned Petitions Permission for (check all that apply):**☐ HVAC Unit ☐ Decorative Appliance ☐ Cooking Appliance ☐ Pool Heater ☐ Kitchen Hood Installation☐ Heat pump/ Geothermal ☐ Chimney or Vent ☐ Gas Piping ☐ Electrical Wiring ☐ Tank**Fuel Type:** ☐ Gas ☐ Oil ☐ Wood ☐ Coal **Vented through:** ☐ Wall ☐ Ceiling ☐ Vent-free**Appliance Location:** _____ **Estimated cost of all work - materials and labor: \$** _____**Description of the proposed project:** _____**Heating/ Cooling Unit:****Chimney/ Vent:****Other Unit:****Brand:** _____ **Brand:** _____ **Brand:** _____**Model:** _____ **Model:** _____ **Model:** _____**Listed by:** _____ **Listed by:** _____ **Listed by:** _____**Collar size:** _____ **Flue dimensions:** _____ **Unit type:** _____**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)

Design Professional: _____ **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 performed under any resulting permit will comply with the requirements of the New York State Uniform Fire Prevention and Building Code, the Village of Liverpool Code 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 Village access to the above referenced property at reasonable times to ascertain compliance with any resulting permit.

SIGNATURE OF OWNER OF PREMISES: X**DATE:** _____**Official Use Only****Application No.:** _____ **Date Completed:** _____ **Fee:** _____**Date Approved:** _____ **Approved By:** _____ **FMV:** _____**Date Denied:** _____ **Denied By:** _____ **Date Notified:** _____**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.** Any wall or ceiling pass-through **BEFORE 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 an AUTHORIZED ELECTRICAL INSPECTOR **BEFORE ENCLOSING.**

8) GAS LINES: All gas lines **BEFORE ENCLOSING.**

9) FIREBLOCKING: Vertical and horizontal fireblocking after mechanical, electrical and piping rough-ins.

10) INSULATION: Batting insulation must be inspected **PRIOR TO ENCLOSING.**

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 Village of Liverpool Code. 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

VILLAGE OF LIVERPOOL
CODE ENFORCEMENT OFFICE

310 Sycamore Street | Liverpool, NY 13088
Phone: (315) 457-3441 x4
codes@villageofliverpool.org

HEATING, VENTILATION AND AIR CONDITIONING 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 location, with dimensions and setbacks, of any exterior components
 - ☐ Building plans, drawings when applicable
 - ☐ Copy of the installation instructions for any HVAC unit, appliance, chimney or vent.
 - ☐ Contractor Insurance Certificates with Village of Liverpool as certificate holder:
 - General Contractor's Liability Insurance Certificate
 - 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) 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 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.

VILLAGE OF LIVERPOOL

310 Sycamore Street, Liverpool, NY 13088

(315) 457-3441, Ext. 4 / Fax: (315) 457-5119

HVAC PERMIT APPLICATION

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

Project Address: _____ **Tax Map No.** _____ **Zoning:** _____**Property Owner:** _____ **Day Time Phone:** _____**Owner Address:** _____ **E-mail:** _____**Undersigned Petitions Permission for (check all that apply):**☐ HVAC Unit ☐ Decorative Appliance ☐ Cooking Appliance ☐ Pool Heater ☐ Kitchen Hood Installation☐ Heat pump/ Geothermal ☐ Chimney or Vent ☐ Gas Piping ☐ Electrical Wiring ☐ Tank**Fuel Type:** ☐ Gas ☐ Oil ☐ Wood ☐ Coal **Vented through:** ☐ Wall ☐ Ceiling ☐ Vent-free**Appliance Location:** _____ **Estimated cost of all work - materials and labor: \$** _____**Description of the proposed project:** _____**Heating/ Cooling Unit:****Brand:** _____**Model:** _____**Listed by:** _____**Collar size:** _____**Chimney/ Vent:****Brand:** _____**Model:** _____**Listed by:** _____**Flue dimensions:** _____**Other Unit:****Brand:** _____**Model:** _____**Listed by:** _____**Unit type:** _____**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)

Design Professional: _____ **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 performed under any resulting permit will comply with the requirements of the New York State Uniform Fire Prevention and Building Code, the Village of Liverpool Code 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 Village access to the above referenced property at reasonable times to ascertain compliance with any resulting permit.

SIGNATURE OF OWNER OF PREMISES: X**DATE:** _____**Official Use Only****Application No.:** _____**Date Completed:** _____**Fee:** _____**Date Approved:** _____**Approved By:** _____**FMV:** _____**Date Denied:** _____**Denied By:** _____**Date Notified:** _____**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.** Any wall or ceiling pass-through **BEFORE 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 an AUTHORIZED ELECTRICAL INSPECTOR **BEFORE ENCLOSING.**

8) GAS LINES: All gas lines **BEFORE ENCLOSING.**

9) FIREBLOCKING: Vertical and horizontal fireblocking after mechanical, electrical and piping rough-ins.

10) INSULATION: Batting insulation must be inspected **PRIOR TO ENCLOSING.**

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 Village of Liverpool Code. 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

VILLAGE OF LIVERPOOL
CODE ENFORCEMENT OFFICE

310 Sycamore Street | Liverpool, NY 13088
Phone: (315) 457-3441 x4
codes@villageofliverpool.org

HEATING, VENTILATION AND AIR CONDITIONING 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 location, with dimensions and setbacks, of any exterior components
 - ☐ Building plans, drawings when applicable
 - ☐ Copy of the installation instructions for any HVAC unit, appliance, chimney or vent.
 - ☐ Contractor Insurance Certificates with Village of Liverpool as certificate holder:
 - General Contractor's Liability Insurance Certificate
 - 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) 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 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.

VILLAGE OF LIVERPOOL

310 Sycamore Street, Liverpool, NY 13088

(315) 457-3441, Ext. 4 / Fax: (315) 457-5119

HVAC PERMIT APPLICATION

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

Project Address: _____ **Tax Map No.** _____ **Zoning:** _____**Property Owner:** _____ **Day Time Phone:** _____**Owner Address:** _____ **E-mail:** _____**Undersigned Petitions Permission for (check all that apply):**☐ HVAC Unit ☐ Decorative Appliance ☐ Cooking Appliance ☐ Pool Heater ☐ Kitchen Hood Installation☐ Heat pump/ Geothermal ☐ Chimney or Vent ☐ Gas Piping ☐ Electrical Wiring ☐ Tank**Fuel Type:** ☐ Gas ☐ Oil ☐ Wood ☐ Coal **Vented through:** ☐ Wall ☐ Ceiling ☐ Vent-free**Appliance Location:** _____ **Estimated cost of all work - materials and labor: \$** _____**Description of the proposed project:** _____**Heating/ Cooling Unit:****Chimney/ Vent:****Other Unit:****Brand:** _____ **Brand:** _____ **Brand:** _____**Model:** _____ **Model:** _____ **Model:** _____**Listed by:** _____ **Listed by:** _____ **Listed by:** _____**Collar size:** _____ **Flue dimensions:** _____ **Unit type:** _____**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)

Design Professional: _____ **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 performed under any resulting permit will comply with the requirements of the New York State Uniform Fire Prevention and Building Code, the Village of Liverpool Code 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 Village access to the above referenced property at reasonable times to ascertain compliance with any resulting permit.

SIGNATURE OF OWNER OF PREMISES: X**DATE:** _____**Official Use Only****Application No.:** _____ **Date Completed:** _____ **Fee:** _____**Date Approved:** _____ **Approved By:** _____ **FMV:** _____**Date Denied:** _____ **Denied By:** _____ **Date Notified:** _____**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.** Any wall or ceiling pass-through **BEFORE 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 an AUTHORIZED ELECTRICAL INSPECTOR **BEFORE ENCLOSING.**

8) GAS LINES: All gas lines **BEFORE ENCLOSING.**

9) FIREBLOCKING: Vertical and horizontal fireblocking after mechanical, electrical and piping rough-ins.

10) INSULATION: Batting insulation must be inspected **PRIOR TO ENCLOSING.**

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 Village of Liverpool Code. 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
