



## Town of North Castle Building Department

17 Bedford Road

Armonk, New York 10504-1898

Telephone: (914) 273-3000 ext. 44 Fax: (914) 273-3554

[www.northcastleny.com](http://www.northcastleny.com)

## HVAC Permit Application

**Section I-** PROJECT ADDRESS: \_\_\_\_\_ DATE: \_\_\_\_\_

**Section II-** CONTACT INFORMATION: *(Please print clearly. All information must be current)*

APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ MOBILE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ MOBILE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**Section III-** REQUIRED LICENSE: All contractors are required to submit a copy of their Westchester County Home Improvement license.

**Section IV-** REQUIRED INSURANCES:

All Insurances that are being submitted, must be on NYS approved forms. Liability Insurance, an Acord form. Workers Compensation must be submitted on either a CE-200, C-105.2 or SI-12 and Disability Insurance must be submitted on a CE-200, DB-120.1 or DB-155. Please list the Town of North Castle as certificate holder. ***(Pease note, ACORD forms are NOT an acceptable proof of NYS workers Compensation coverage.)***

**Section V-** DESCRIPTION OF WORK:

**Section VI-** PERMIT FEES: ***(Notice: If this application is associated with a building permit, do not proceed further. The applicable fee is \$125, if not, continue to section VII.)***

**Section VII-** PERMIT FEES: \$125 application fee, \$100 certificate fee and \$16 per thousand cost of construction, rounded up to the nearest thousand.

ESTIMATED COST OF CONSTRUCTION *(Based on fair market value labor & materials)* \$ \_\_\_\_\_

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### **Section VIII- CONTACT INFORMATION:** *(Please print clearly. All information must be current)*

ARCHITECT/ ENG: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ MOBILE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

HVAC: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ MOBILE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

### **Section IX- APPLICANT CERTIFICATION:**

I hereby certify that I have read the instructions & examined this application and know the same to be true & correct. All provisions of laws & ordinances covering this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or land use or the performance of construction. I also agree to receive recurring text messages pertaining to my application, permit and or inspections. Msg & Data rates may apply.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Section X- AFFIDAVIT OF OWNER AUTHORIZATION: *(To be notarized)***

STATE OF NEW YORK            }  
COUNTY OF WESTCHESTER    } SS:

The applicant \_\_\_\_\_ has proper consent from said owner to make this application as submitted and said owner agrees to all terms and conditions placed upon same.

Owner's Name (PRINT) \_\_\_\_\_ Owner's Signature \_\_\_\_\_

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Notary Stamp Here

Notary Signature \_\_\_\_\_

### **OFFICE USE ONLY**

#### **Building Department Checklist:**

☐ GC License      ☐ Work. Comp.      ☐ Liability. Ins.      ☐ Disability      ☐ Two Sets of Documents

☐ Permit Fee \_\_\_\_\_ Payment: ☐ Check #: \_\_\_\_\_ ☐ Cash ☐ Credit Card

Name on check: \_\_\_\_\_

Received By: \_\_\_\_\_

### **BUILDING INSPECTOR APPROVAL**

Is a Flood Development permit required? *(Only if the structure or any work is within the Flood Plain.)* ☐ Yes ☐ No

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Building Inspector Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Conditions: