



**EQUIPMENT PERMIT APPLICATION**

Use **one** separate application for **each type** of equipment.

Application No \_\_\_\_\_ Taken by \_\_\_\_\_ Date filed \_\_\_\_\_

**PART A**

To be completed by applicant. Print clearly.

**1. Type of work:** (check applicable boxes)

New work     Alteration     Replacement in kind     Repair     Legalization     Removal

**2. Type of equipment:** (check **one** type only)     Fire Detection     Fire Suppression     Compactor

Mechanical System     Elevator     Tank     Satellite dish/antenna     Other \_\_\_\_\_

**3. Location of work:**

Address \_\_\_\_\_

Map page \_\_\_\_\_ Block \_\_\_\_\_ Lots \_\_\_\_\_ Zone \_\_\_\_\_

**4. Area of work** (check one box):     Entire building     Dwelling unit/ Apartment No. \_\_\_\_\_

Non-residential tenancy     Other: \_\_\_\_\_

**5. Current use of building or space the work is applied for:** \_\_\_\_\_

**7. Description of work and specification of equipment to be installed:** (type, manufacturer and model number) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**8. Work is proposed to remove violation(s):**     No     Yes, violation(s) No \_\_\_\_\_

**9. Estimated cost of work:** \_\_\_\_\_

**Owner's name:** \_\_\_\_\_ **tel.:** \_\_\_\_\_ **fax:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **city/state/zip:** \_\_\_\_\_

**Applicant's name:** \_\_\_\_\_ **tel.:** \_\_\_\_\_ **fax:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **city/state/zip:** \_\_\_\_\_

**Architect/Engineer:** \_\_\_\_\_ **Company name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **city/state/zip:** \_\_\_\_\_

**tel.:** \_\_\_\_\_ **fax:** \_\_\_\_\_ **e-mail:** \_\_\_\_\_

**PART B- APPLICANT'S AFFIDAVIT**

State of New York  
County of Westchester}ss:

\_\_\_\_\_ being duly sworn, deposes and says: that \_\_\_\_\_  
*Name of Applicant-Printed-Footnotes 1 & 2* *Name of Owner-Printed-Footnote 1*  
is the owner in fee of the premises to which this application applies; that he/she (applicant) is duly  
authorized to make this application; and that the statements contained herein are true;

Sworn to before me this \_\_\_\_\_  
Day of \_\_\_\_\_ 20\_\_\_\_\_

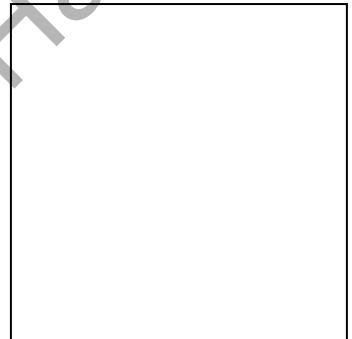
\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Notary/Commissioner of Deeds

- 1. If the owner is the applicant, he/she shall print his/her name as both where requested, and sign as applicant.
- 2. If the owner is a corporation, the applicant shall be a principal officer of the corporation or a duly authorized agent.

**PART C- AFFIDAVIT OF ARCHITECT OR PROFESSIONAL ENGINEER**

I, \_\_\_\_\_, hereby state that I personally prepared or  
*Name of Architect/Engineer-Printed*  
supervised the preparation of the plans submitted with this application, and  
that, the work shown therein complies with the provisions of the New York  
State Uniform Fire Prevention and Building Code, the Mount Vernon Zoning  
Code, and all other applicable laws and regulations.



\_\_\_\_\_  
Signature of Architect/ Engineer

\_\_\_\_\_  
Date

Seal (seal must be legible)

**(For official use only)**

Application fee _____	Receipt no _____	Date _____
Additional fee _____	Receipt no _____	Date _____
Legalization fee _____	Receipt no _____	Date _____

Board Approvals:				
Special Use No _____	Date _____	Site Plan _____	Date _____	
Zoning Cal. _____	Date _____	Other _____	Date _____	

Approved by \_\_\_\_\_ Date \_\_\_\_\_ Permit No. \_\_\_\_\_  
Commissioner/ Deputy Commissioner

## Items to Submit For an Equipment Permit Application

Failure to submit ALL the items listed below will result in the denial or in a delay in the approval of your permit.

For more information and sample of completed application, check our web site at [CMVNY.COM/BUILDINGS](http://CMVNY.COM/BUILDINGS)

1. Completed application form. The form must be typewritten or **neatly** printed in **capital** letters. Parts A and B must be completed by the applicant. Part C must be completed by the licensed design professional when applicable-see item 8 below.
2. Block and lot verification form issued by the Assessor's office (Room 8, Ground Floor, City Hall).
3. Proof of ownership: copy of homeowner's insurance certificate or copy of deed. Proof of ownership is not required if the owner's name listed on the Block and lot verification form is the current owner's name.
4. Letter of authorization, signed by owner and notarized, naming applicant as owner's agent for the filing of this application; or,  
Legal proof that the applicant is a Principal Officer of the Corporation or an authorized agent. One of these documents is required **if the applicant is not the owner** of the property.
5. Survey of property- only required for equipment to be installed outdoor on the ground or roof of a building.
6. Manufacturer's specifications of the equipment or appliances to be installed.
7. Completed Contractor Information Form, and the contractor's certificates of insurance.
8. Three sets of construction documents, 18"x24" minimum and 30"x40" maximum, prepared by a registered architect or an engineer licensed in New York State- (**not** required for an application filed for removal or installation of heating oil tanks with a combined capacity of 660 gallons or less, minor repair and replacement in kind of equipment legally on record). The construction documents shall include:
  - A site plan, or a plot and a key plan- as applicable.
  - Construction plans, details and specifications necessary to describe the work. See code requirements.
  - List of the specific codes and standards the work must comply with, and list of required special inspections or tests to be conducted by approved certified companies, and when applicable, the City agencies that must witness the tests.
  - Date and conditions of City Boards approvals.
  - AS- BUILT CERTIFICATION:  
The registered design professional shall reproduce on the first page of the construction documents the certification listed below. Upon completion of the construction, the registered design professional shall sign and seal the certification if the inspections that he/she conducted during the construction of the project warrantee such certification. No permit will be closed otherwise.  
*I, name of registered professional \_\_\_\_\_ certify that these construction documents are a true representation of the project as it has been built, and that, to the best of my knowledge and belief, the work complies with the codes and specifications listed in these documents.*

\_\_\_\_\_  
*Signature and Seal*

\_\_\_\_\_  
*Date*

Changes from the approved plans must be filed as an **amendment**. See amendment form for instructions.

9. Fee: cash or check made payable to the City of Mount Vernon Department of Buildings. The Equipment Permit fee is based on the estimated cost of the work: \$80.00 plus \$6.00 per \$1,000.00 of estimated cost. The legalization fee is \$1,000.00.  
**And remember! Filing an application does not mean that you have a permit and that you can start work. You will incur a penalty of no less than \$1,000.00 if you start work without a valid permit card conspicuously posted at the job site.**

### Additional Information

- a- Plumbing and electrical permits shall be filed **separately** by licensed professionals.
- b- You must contact the **Building Inspector** listed on your permit to establish a schedule of inspections **before** commencing work. Inspection request and report forms will be attached to your permit.
- c- You must request and pass the inspections and return the signed inspection report to close the permit.