



**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. Answer each question clearly and legibly

**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:** \_\_\_\_\_

(Example of use: 1-family dwelling, 2 family dwelling, multi-family dwelling, retail, warehouse, restaurant, bank, etc.)

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

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

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

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

The APPLICANT is the PERSON who will sign the applicant's affidavit. The applicant may be the owner or a duly authorized agent. If the owner is a corporation, the name of the corporation IS the name of the owner.

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

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

e-mail: \_\_\_\_\_

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

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

e-mail: \_\_\_\_\_

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

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

tel.: \_\_\_\_\_ fax or 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-Footnotes 1 & 3*  
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 \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant- Footnotes 1 &2

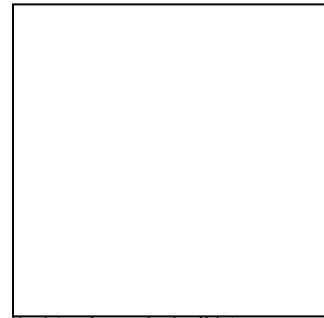
Day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
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.
3. If the owner is a corporation, the name of the corporation shall then be listed on the application as the owner.

**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 Code and Energy Code, 2020 edition, 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 _____ |
| Revision fee _____         | Receipt no _____ | Date _____ |
| Legalization fee _____     | Receipt no _____ | Date _____ |
| Additional fee _____       | Receipt no _____ | Date _____ |
| Letter of completion _____ | 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.

1. Completed application form. The form must be typewritten or **LEGIBLY** printed.  
Parts A and B must be completed by the applicant. Part C must be completed by the licensed design professional.
2. Proof of ownership: copy of homeowner's insurance certificate or copy of deed. Proof of ownership is required for new ownership that has not been recorded with the Assessor's Office.
3. Letter of authorization, signed by owner and notarized, naming applicant as owner's agent; 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.
4. Survey of property- only required for equipment to be installed outdoor on the ground or roof of a building.
5. Completed Contractor Information Form, and the contractor's certificates of insurance.
6. Manufacturer's specifications and installation instructions for the equipment or appliances to be installed.
7. For projects that do not require construction documents such as removal or replacement in **kind** of equipment previously installed under a valid permit, the contractor shall submit detailed specifications of the work. The specifications shall be typewritten on the contractor's letterhead and shall be **signed** by the contractor and **notarized**.
8. Three sets of construction documents, 18×24 minimum and 30×42 maximum, prepared by a registered design professional licensed in New York State, The construction documents shall include:
  - A site plan or a plot, and a key plan- as applicable.
  - List of the specific codes and standards, with edition year, the work must comply with or/and the system is designed in accordance 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.
  - Design criteria.
  - Date and conditions of City Boards approvals.
  - List of permit and approvals required from other agencies.
  - Construction safeguards specifications.
  - Construction plans, details and specifications necessary to describe the construction and installation work and demonstrate compliance with applicable codes and standards. See code requirements for type of information to be submitted with a permit application for the proposed work.Changes from the approved plans must be filed as an **amendment**. See amendment form for instructions.
9. **Fee: Cashier's (bank) check or money order only; made payable to the City of Mount Vernon.**  
\$125.00, plus \$10.00 per \$1,000.00 of estimated cost for existing 1- and 2-family dwellings, or \$15.00 per \$1,000.00 of estimated cost for all other uses.  
The legalization fee is \$5,000.00 for work that requires construction documents; \$2,500.00 otherwise.  
The \$100.00 fee for the letter of completion required to close the permit must be paid before the permit is released to the permit holder (the contractor).

**Filing an application does not mean that you can start work. A legalization fee is charged if you start work before the permit is granted. The permit card must be conspicuously posted and approved plans available at the job site.**

### Additional Information

- a- **Plumbing and electrical** permits shall be filed **separately** by Westchester County licensed professionals.
- b- **You must request and pass** the inspections and return the signed inspection report with the letter of completion to close the permit.



**CONTRACTOR INFORMATION FORM**

See instructions. Print clearly.

Application No \_\_\_\_\_ Taken by \_\_\_\_\_ Date filed \_\_\_\_\_ Permit N° \_\_\_\_\_

**PART A- GENERAL INFORMATION**

The **APPLICANT** is the **PERSON** who will sign the applicant's affidavit. The applicant may be the owner or a duly authorized agent. If the owner is a corporation, the name of the corporation IS the name of the owner.

1. Location of work (address): \_\_\_\_\_  
Map page \_\_\_\_\_ Block \_\_\_\_\_ Lots \_\_\_\_\_ Zone \_\_\_\_\_

2. Applicant's name: \_\_\_\_\_ tel.: \_\_\_\_\_ fax: \_\_\_\_\_  
Address: \_\_\_\_\_ city/state/zip: \_\_\_\_\_  
e-mail: \_\_\_\_\_

3. Construction company name: \_\_\_\_\_  
Permit holder's name: \_\_\_\_\_ Title: \_\_\_\_\_  
Business phone: \_\_\_\_\_ fax: \_\_\_\_\_ Cell phone: \_\_\_\_\_  
Address: \_\_\_\_\_ city/state/zip: \_\_\_\_\_  
e-mail: \_\_\_\_\_

**PART B- CONTRACTOR'S AFFIDAVIT**

State of New York  
County of Westchester} ss.:

\_\_\_\_\_ being duly sworn, deposes and says: that he/she is the  
Name of permit holder -Printed  
Permit Holder, duly authorized by the owner of the property, to perform the work proposed under this permit; and,

That the work will be performed in accordance with the New York State Uniform Fire Prevention and Building Code, the City of Mount Vernon Building and Zoning Codes, and all other applicable law, codes and regulations whether or not shown on the permit, the construction documents and/or specifications; and that he assumes responsibility for all acts and work performed by Sub-Contractors, Laborers and Material men in connection with the work performed.

The undersigned further states that he/she will obtain any permit or approval required from other City, County, State and/or Federal agency, as may be required for the completion of the work to be performed under this permit; and

The undersigned also states that he/she will adhere to, and comply with, all construction and demolition safeguards and regulations enforced by the City, County, State and/or Federal government whether or not specifically listed in the permit or the construction documents.

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

\_\_\_\_\_  
Signature of Permit Holder

\_\_\_\_\_  
Signature of Notary-Commissioner of Deeds

**PART C-APPLICANT'S AUTHORIZATION**

State of New York  
County of Westchester} ss.:

\_\_\_\_\_, hereby states that \_\_\_\_\_  
*Name of Applicant- Printed-Footnotes 1 & 2.* *Name of Owner- Printed-Footer 1.*  
is the owner of the property, and that he/she authorizes the contractor named in this document to perform the work proposed under this application.

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 of the Corporation or a duly authorized agent.
3. The applicant shall be the applicant who applied for the permit to which this form applies.

**PART D- AFFIDAVIT OF OWNER PERFORMING THE WORK**

**FOR WORK TO BE PERFORMED ON A RESIDENCE WITH 4 OR LESS DWELLING UNITS BY THE OWNER WHO RESIDES AT SAID RESIDENCE**

State of New York  
County of Westchester} ss.:

\_\_\_\_\_, being duly sworn, deposes and says: that he/she is the owner  
*(Owner's name- Printed)*  
of the property to which this application applies, that he/she resides at the premises, and that he/she is not required to show specific proof of Worker's Compensation insurance coverage because he/she will be performing all the work proposed in the subject application, and will not hire, pay or compensate in any way the individuals that may help perform the work;

The undersigned also agrees to acquire appropriate insurance coverage as required for any contractor performing work in the City of Mount Vernon, N.Y., if he/she decides to hire or pay individuals to perform the work;

The undersigned further states that he/she assumes responsibility for all acts and work performed by him or any individuals helping to perform the work, and that the City of Mount Vernon is hereby free and clear of any and all claims incident to contracting work done by him/her and any individuals helping to perform the work.

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

\_\_\_\_\_  
Signature of Owner

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

## CONTRACTOR INFORMATION FORM INSTRUCTIONS

The following documents and fees must be submitted before the permit can be released to the permit holder or his representative:

- a. **Completed Contractor's Information Form, signed and notarized by each interested party;**
- b. **Certificates of insurance, labeled as specified below;**
- c. **Copy of Westchester County Home Improvement license, for work on residence buildings with 4 or less dwelling units.**
- d. **Permit fee and all associated fees must be paid.**
- e. **Fee for letter of completion, certificate of occupancy or tenancy, as applicable, must be paid.**

Note that it is the responsibility of the permit holder –“the Contractor”- to retrieve the permit and (1) post it conspicuously at the work site, (2) have the approved plans available at the work site, (3) request and pass the required inspections and have the inspection report signed off by the appropriate inspectors, (4) return the signed inspection report with the request for a the letter of completion, or the application for a certificate of occupancy or certificate of tenancy, as applicable, at the completion of work.

### IF WORK IS TO BE PERFORMED BY A CONTRACTING COMPANY OR CONTRACTOR

*NOTE: The Permit Holder is the general contractor.*

a. **Completed Contractor Information Form:**

Part A and B must be completed for work to be performed by the permit holder;  
Part C must be completed by the property owner.

b. **Certificates of Insurance:**

The “**Department of Buildings** of the City of Mount Vernon, Roosevelt Square, Mount Vernon, NY 10550” shall be named **certificate holder** on each certificate.

1. Liability insurance certificate, naming the **City of Mount Vernon as additional insured**, and listing the location of the work.

The minimum coverage shall be \$50,000.00 / \$100,000.00 for personal injury, and \$5,000.00 / \$25,000.00 for property damage. No deductible is permitted.

There should be provision for ten days notice for changes in policy or cancellation.

2. Worker's Compensation insurance certificate: form **BP-1, SI-12, U-263, C-105.2** or **GSI-105.2**. **Note that for demolition, the certificates of liability and Worker's Compensation insurance shall specifically certify coverage for demolition work.**

And,

Disability insurance certificate: form **DB 120.1** or **DB 155**, or

3. **If the work is only performed by the owner(s) of the contracting company**, a waiver from the Worker's Compensation Board, form **CE-200**, may be submitted in lieu of Worker's Compensation and disability insurance certificates.

### IF WORK IS TO BE PERFORMED ON A RESIDENCE WITH 4 OR LESS DWELLING UNITS BY THE OWNER WHO RESIDES AT SAID RESIDENCE:

*NOTE: The Permit Holder is the Homeowner.*

- a. **Completed Contractor's Information Form:** Part A, B, and D must be completed for work to be performed by the owner/permit holder;
- b. **Certificate of Homeowner Insurance**, listing the Department of Buildings as certificate holder and naming the **City of Mount Vernon as additional insured**. The certificate shall specifically list “for work at the premises” and the names of any individual who may help with the work.
- c. Proof that the owner resides at the premises.