



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.)

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: _____

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: _____

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 _____
 Day of _____ 20 _____

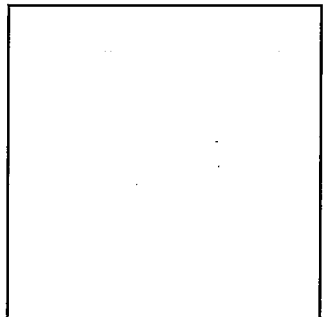
Signature of Applicant- Footnotes 1 & 2

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, 2015 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



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: _____

Map page _____ Block _____ Lots _____ Zone _____

2. Applicant's name: _____ tel.: _____ fax: _____

Address: _____ city/state/zip: _____

3. Construction company name: _____

Permit holder's name: _____ Title: _____

Business phone: _____ fax: _____ Cell phone: _____

Address: _____ city/state/zip: _____

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

No Permit will be released until the Contractor Information Form, correctly completed by all interested parties, the Certificates of Insurance, labeled exactly as specified, and the Home Improvement License, as applicable, are submitted to the Department of Buildings.

For more information and sample of documents, check our web site at CMVNY.COM/BUILDINGS

1. For work to be performed by a General Contractor:

- Contractor Information Form: Parts A, B, and C must be completed.
Part B must be completed by the General Contractor.
Part C must be completed by the owner, or the applicant whose name appears on the permit application.

- Contractor's Certificates of Insurance:

Original certificates only- no photocopy or facsimile shall be accepted, except that certificates for worker's compensation and disability insurance may be faxed directly to the Department of Buildings by the Worker's Compensation Board. The **Department of Buildings** of the City of Mount Vernon 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**.
3. Disability insurance certificate: form **DB 120.1** or **DB 155**.
4. A waiver from the Worker's Compensation Board, form **WC/DB-100** or **WC/DB-101**, may be submitted in lieu of Worker's Compensation and disability insurances, if:
 - a) The contractor will **not** employ any help at any time to perform work under this permit, or
 - b) the contractor sub-contracts all the work. The contractor shall then submit the name of all the sub-contractors who will be contracted to perform work under this permit and a copy of their Worker's Compensation and disability insurance certificates.

Note that for demolition, the certificates of liability and Worker's Compensation insurance shall specifically certify coverage for demolition work.

- Mount Vernon Home Improvement License certificate for work to be performed on an existing one-, two-, three- and four-family residential building.

2. For work on the home of an owner-occupied one-, two-, three- and four- family residence to be performed by the owner himself/herself:

- One completed Contractor Information form: Parts A and D must be completed by the owner of the property.
- Certificate of homeowner insurance for the premises, naming the **City of Mount Vernon as additional insured** and the **Department of Buildings** of the City of Mount Vernon as **certificate holder**.
- Proof that the owner resides at the premises.

Additional Information

a- Plumbing and electrical work must be filed **separately** by a licensed plumber and electrician **after the** issuance of the permit for which this application is submitted.

b- You must contact the Building Inspector listed on your permit to establish a schedule of inspections **before** commencing work.

An inspection request form will be attached to your permit.

c- The permit must be closed at completion of work. Your Building permit will list which certificate you must apply for to close your permit. No permit may be closed if you have not **requested and passed the required inspections and applied for the appropriate certificate.**

Use the correct type of application to avoid delay in the processing of your permit application:

Building permit: for all type of work except as listed below.

Demolition Permit: for all type of demolition.

Equipment Permit: for installation, removal, replacement and repair of mechanical equipment, tanks, fire detection system, fire suppression system, etc...

Reapportionment & Subdivision: to alter existing lots or create new ones.

Amendment: change of contractor, extension of permit, and minor changes in the scope of work of a current permit.

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 **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. 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 and photographs of the existing installation. 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"x24"minimum and 30"x40"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: cash or check made payable to the City of Mount Vernon Department of Buildings.
\$100.00, plus \$6.00 per \$1,000.00 of estimated cost for existing 1- and 2-family dwellings, or \$10.00 per \$1,000.00 of estimated cost for all other uses.
The legalization fee is \$1,000.00 for work that requires construction documents; \$500.00 otherwise.
The \$90.00 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 contact the Building Inspector** listed on your permit to establish a schedule of inspections **before** commencing work. An inspection report form will be attached to your permit.
- c- **You must request and pass** the inspections and return the signed inspection report with the letter of application request to close the permit.