



HEAT PUMP

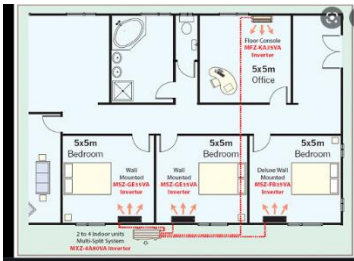
Permit Application Requirements



Heating, Cooling, Ventilation System, Ductless Mini Split/Ducted Permit Requirements

- Equipment permit application
- Electrical permit application
- Manual J and Manual S
- Manual D (if Ducted)
- Construction Documents
- Insurances (liability, disability and workers comp)
- License to work in Westchester
- Picture of the property
- Location of the proposed units (note: if units are placed on the ground a survey will be required)
- Specification sheet for the units
- Letter of Authorization from the owner, If the applicant is not the owner.

Drawings Sample



After the Permit is Issued

A pre-inspection is required prior to the start of work.

The inspection: It's the homeowner's responsibility to ensure that all inspections are being done with the installation of the HVAC system. An inspection is done to ensure that the permitted installation was done correctly, they ensure that the compliance of local and state building code as well as the manufacturer specification for the installation is met. The inspector is there to focus on the installation of the HVAC, however if they see something unsafe, they will point it out. An inspection fee was paid upfront, however if the inspection fails a reinspection fee of \$100 will be required and \$150 For each subsequent re-inspection.

The installation of an HVAC has many factors in the installation in residential homes and therefore inspections are important. Even the best HVAC installer work must be inspected.

The Letter of completion must be sign and notarized by the permit holder prior to final inspection.

Closing out the permit.

It is the owner's responsibility to ensure that the contractor closeout the permit with the department of buildings.

Working without a permit.

A stop work order and violations will be issued, at a cost to the owner of \$500 for the Stop work order and \$2500 for legalization.

Filing fees - Filing fees are subject to the building occupancy and the cost of work.

Occupancy Type	Application Fee	Inspection Fee	Per \$1000
1-2 Family	\$125	\$100	\$10
3 or more including commercial	\$125	\$100	\$15

Building Department application, please scan QR code with your phone



SCAN ME

Need to schedule an appointment with the building department scan QR code with your phone



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