VILLAGE OF FLOWER HILL
1 Bonnie Heights Road | Manhasset, NY 11030
| (516) 627-5000 | www.villageflowerhill.gov

CENTRAL AIR CONDITIONING HVAC PERMIT APPLICATION CHECKLIST

- ☐ **Application:** Submit a Building Permit Application Form, including the plumbing/mechanical information where applicable.
- ☐ **Project Description:** Identify whether the work is a new installation, replacement or relocation. State the type of equipment and whether existing equipment will be removed.
- ☐ **Equipment Specifications:** Provide manufacturer specifications showing the make, model, capacity and dimensions of the proposed equipment.
- ☐ **Equipment Location:** For outdoor equipment, submit a current survey or site plan showing the proposed location and distances to property lines and the house. For indoor equipment, identify its location on a floor plan or clear sketch.
- ☐ **Photographs:** Provide photographs of the existing area and equipment location.
- ☐ **Installation Details:** Identify any new or modified ductwork, refrigerant lines, electrical connections, air-conditioning drainage lines or equipment supports.
- ☐ **Insurance** – For required coverages see "Insurance Requirements for Obtaining a Permit" attached to Building Permit Application:

    1. ____General Liability (Accord Form) with Village of Flower Hill named as Additional Insured
    2. ____Worker's Compensation (C-105.2 Form)
    3. ____Disability Insurance (DB 120.1 or DB155 Form)
    4. ____Nassau County Home Improvement License

- ☐ **Fee:** $500 (includes Certificate of Completion)

- Plumbing and electrical work must be performed by a licensed plumbers and electricians.
- Electrical Underwriters Certificate is required for new or modified electrical wiring or circuits associated with the installation.
- Outdoor equipment must comply with applicable Village setbacks, location and noise requirements. A replacement unit installed in a different location must be shown as a relocation, not a direct replacement.

PERMIT MUST BE RECEIVED BEFORE BEGINNING WORK

HOURS OF WORK: MONDAY – FRIDAY 8:00 AM – 6:00 PM
NO CONSTRUCTION WORK ON SATURDAY, SUNDAY OR FEDERAL HOLIDAYS

VILLAGE OF FLOWER HILL
1 Bonnie Heights Road | Manhasset, NY 11030
| (516) 627-5000 | www.villageflowerhill.gov

Permit # _____

BUILDING PERMIT APPLICATION

Application must be submitted with the requirements applicable to the proposed project.
An application is not complete until all required information and supporting documents have been submitted.

1. PROPERTY INFORMATION

Site Address _____

Section / Block / Lot / Zone Section: Block: Lot: Zone:

2. PROJECT INFORMATION (CHECK ALL THAT APPLY)

Project Type (check all that apply):

☐ New Single-Family Dwelling ☐ Addition/Alteration ☐ Interior Alteration/Renovation ☐ Exterior Alteration
☐ Shed ☐ Accessory Structure ☐ Demolition ☐ Siding ☐ Fence ☐ Roof ☐ Windows/Doors ☐ Swimming Pool/Spa
☐ Patio or Other Non-Vegetative Surface ☐ Sports Court ☐ Plumbing ☐ Drywell/Septic ☐ HVAC/Generator ☐ EV Charger
☐ Oil Tank /Removal Abandonment

Driveway: ☐ Repave Existing (No Changes) ☐ Modify Footprint ☐ Other: _____

Description / Scope of Work:

_____

_____

_____

Will the property be regraded or site contours changed? ☐ Yes ☐ No Will fill be brought onto the property? ☐ Yes ☐ No
Will any trees be removed in connection with this project? ☐ Yes ☐ No

3. PROPERTY OWNER

Owner Name _____

Mailing Address _____

Telephone / Email _____ / _____

4. APPLICANT

Applicant Name _____

Relationship to Owner ☐ Owner ☐ Architect/Engineer ☐ Contractor ☐ Authorized Agent ☐ Other: _____

Mailing Address _____

Telephone / Email _____ / _____

If the applicant is not the property owner, complete the Owner Authorization on page 3.

5. CONTRACTORS

Contractor Name: _____ Address: _____

Phone: _____ Email: _____

Architect/Engineer _____

Phone: _____ Email: _____

Plumber _____ Phone: _____ Email: _____

Electrician _____ Phone: _____ Email: _____

Misc. _____ Phone: _____ Email: _____

Approval of this application, plans, ARC BZA or any other Village approval does not authorize work to begin.

PERMIT MUST BE RECEIVED BEFORE BEGINNING WORK

Initial: _____

In consideration of the issuance of the requested permit, the applicant agrees that all work will comply with the approved plans, the Village Code, the New York State Uniform Code and Energy Code, and all other applicable laws and requirements. The owner/applicant authorizes the Building Superintendent and other authorized Village representatives to enter the property at reasonable times for inspections related to the permitted work.

Initial: _____

FOR BUILDING DEPARTMENT USE ONLY

☐ Approved ☐ Denied _____
(Reason)
Signature: _____ Date _____
(Building Inspector)

BUILDING PERMIT FEE $_____ Paid Date _____

Signature: _____ Date _____
(Building Inspector)

6. PLUMBING

Project Type (check all that apply):

☐ New ☐ Repair

Number of Fixtures:
New _____ Existing _____ Total: _____

Number of Gas Appliances:
New _____ Existing _____ Total: _____

Description / Scope of Work:

_____

_____

_____

Fixtures	Location			
Location	**B**	**1ST**	**2ND**	**3RD**
Bathroom Sink				
Toilet				
Bathtub				
Stall Shower				
Bidet				
Urinal				
Kitchen Sink				
Utility Sink				
Indirect Wastes				
Dishwasher				
Washing Machine				
Floor Drains				
Water Cooler/Fountain				
Main Water Service				

( ) Gas ( ) LP Gas ( ) Oil

Fixtures	Location			
Location	**B**	**1st**	**2nd**	**3rd**
Fuel Tank Size				
# Ft Gas Piping				
HVAC				
Furnace Gas/Oil				
Stove/Oven				
Boiler Gas/Oil				
Indirect Storage Tanks				
Dryer				
Generator				
Gas Fireplace				
Unit Heater				
Pool Heater				
Barbeque				
Other: _____				

ADDITIONAL REQUIREMENTS:

- Schematic riser diagram required for sanitary piping for Plumbing Permits.
- Schematic piping plan illustrating length of pipe runs required for Gas Piping Permit.
- Survey illustrating location of exterior placed equipment required for HVAC and Generator Permits.

OWNER ATTESTATION, AUTHORIZATION AND APPLICANT AFFIDAVIT

Property Address _____

Section / Block / Lot Section: / Block: / Lot:

A. OWNER ATTESTATION AND AUTHORIZATION (MUST BE NOTARIZED)

I, the undersigned, being duly sworn, state that I am the owner of record of the property identified above or am duly authorized to sign on behalf of the property owner.

I certify that the information contained in the Building Permit Application and all accompanying plans, documents and submissions is true, accurate and complete to the best of my knowledge and belief. I understand that the Village will rely upon this information in reviewing the application and that any material misrepresentation or omission may result in denial or revocation of the permit.

If this application is filed by someone other than the property owner, I authorize the person identified below to act as the owner's agent for purposes of filing and processing this application and related submissions with the Village of Flower Hill.

Owner / Authorized Signatory _____

Applicant Authorized to Act _____

Print Name / Title _____ / _____

Signature / Date _____ / _____

Sworn to before me This day of , 20

Notary Public _____

B. APPLICANT AFFIDAVIT (MUST BE NOTARIZED)

STATE OF NEW YORK
COUNTY OF NASSAU ss.:

I, the undersigned applicant, being duly sworn, state that I am authorized to submit this application and that the information contained in the Building Permit Application and accompanying documents is true and complete to the best of my knowledge and belief. I understand that issuance of a permit does not authorize work contrary to applicable Village requirements or law.

Applicant Name _____

Capacity ☐ Owner ☐ Authorized Agent ☐ Architect/Engineer ☐ Contractor ☐ Other: _____

Applicant Signature _____

Sworn to before me This day of , 20

Notary Public _____