

MALVERNE BUILDING DEPARTMENT APPLICATION

99 Church Street Malverne, NY Phone 516-599-1200 Fax 516-823-0767

CENTRAL AIR / HVAC / GENERATOR PERMIT

Incomplete applications will not be accepted All fees are non-refundable.

THIS APPLICATION MUST BE submitted with:

- Upload and submit survey/plot plan indicating any exterior unit locations including set back dimensions to property lines.
- Upload and submit Manufacturer's specification sheets for ALL equipment – including Energy Information (SEER)
- Separate Electrical permit application for any electrical work and Separate Plumbing permit application for any Gas / Water Piping and Boilers / Water Heaters
- Upload and submit Nassau County Department of Assessment Building Permit application – must be signed by property owner.
- Separate building permit and or certifications by licensed design professional may be required for any new building structural supports for HVAC units or verification of existing structure.
- Upload and submit Inspection Requirements form signed by the contractor or property owner.
- Signed and Sealed P.E. or R.A. Mechanical HVAC drawings required for new commercial work.

Date: _____ Permit App # _____

Owner Name: _____ Phone # _____ Email: _____

Address of Project: _____ Malverne, NY 11565

Check all that apply: Residential _____ Commercial _____ Maintain As Built _____ New _____
Alteration _____ Replacement _____ Addition _____

TYPE OF EQUIPMENT	# UNITS	FEE/UNIT	TOTAL
Ducted Cooling System (Per Set of Air Handler/Condenser)	_____	\$100.00	\$ _____
Ducted Hot Air Furnace	_____	\$100.00	\$ _____
Ductless Mini Split System (Per Exterior Inverter)	_____	\$50.00	\$ _____
Electric Generator	_____	\$50.00	\$ _____
Geothermal System	_____	\$50.00	\$ _____
Other: _____	_____	\$50.00	\$ _____

Heating Appliance Fueled by: (Pick all that apply: Propane Natural Gas Electric Fuel Oil Other) _____

Ductwork: (New Reuse Existing) _____

Indicate Number of Air Handlers for either ducted or ductless systems: _____

Indicate Locations of all Air Handlers for either ducted or ductless systems:

Basement: _____ First Floor: _____ Second floor: _____ Third Floor: _____ Attic: _____ Other: _____

Total Fee for units _____ \$ _____

Certificate of Compliance / Letter in Lieu Residential \$100.00 \$ _____

Certificate of Compliance / Letter in Lieu Commercial \$300.00 \$ _____

Maintain and Legalize / As Built Surcharge 50% of the total permit fee \$ _____

TOTAL HVAC PERMIT FEE (Electrical and Plumbing Permits Separate Application and Fees) \$ _____

- HVAC Contractor Name: _____ Malverne License # _____
Phone: _____ Email: _____
- Electrician Name _____ Malverne License # _____
Plumbers Name _____ Malverne License # _____

Signature of HVAC Contractor

Signature of Property Owner

Village Approval Signature and Stamp

Sworn to before me this _____ day of _____

NOTARY SIGNATURE _____

SEAL: _____



No registered contractor shall sign a Central Air / HVAC/ Generator permit or act as an agent for a person who is not a licensed contractor in the Village of Malverne. I understand by signing below that my license in the Village of Malverne could be in jeopardy by violating the above section. Applicant certifies that all information given is correct and that all work shall conform to the current NYS Residential, Building, Plumbing, Fire, Existing Building, Fuel Gas, Energy Conservation, Property Maintenance and Mechanical Codes and all Village Ordinances for which this permit is issued.

Ok to issue Certificate of Compliance or Letter in Lieu _____

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Residential Generator Application Guidelines

- Electrical permit application
- Manufacturer installation manual/specs for generator
- A copy of tax bill/proof of ownership if not on file
- *All* contractor licensed with the village
- Copy of survey indicating location of proposed generator with **dimensions to property line and to all structures***

**For Zoning purposes the location shall comply with accessory structure setbacks
(Permitted in required side yards)*

For Residential Code purposes, location shall comply with the following requirements of NFPA 37-2010, engines and their weatherproof housing shall be located 5 feet from any wall openings and combustible walls.

A minimum separation shall not be required where either of the following conditions exist:

- 1. The adjacent wall has fire resistance rating of 1 hour**
- 2. The weatherproof enclosure is constructed of noncombustible materials and it has been demonstrated that a fire within the enclosure will not ignite combustible materials outside the enclosure**

- Generator shall be supported on foundations or secured to noncombustible framework.
- Generator shall be located that exhaust gases will not collect adjacent to, enter into or be drawn into an occupied building
- All electric shall be installed as per the National Electrical Code
- Installation of appliances shall conform to the conditions of their listing and label and the manufacturer's installation instructions, NFPA 37-2010 and all applicable codes. The manufacturer's operating and installation instructions shall remain attached to the appliance

Required for Certificate of Compliance:

1. Electric certificate
2. Pressure test (Natural gas only)
3. Fire Marshal Approval (LP Gas Installation)

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NATURAL GAS GENERATOR METER AND PIPE SIZING

Appliance	BTU's	Pipe Size

Total BTU's _____

Meter and Piping Size to be installed based upon BTU demand.

Address _____

Application # _____ Date _____