More than a Legend

Village of Sleepy Hollow

Department of Architecture, Land Use Development,
Buildings & Building Compliance
28 Beekman Avenue, Sleepy Hollow, NY 10591
Telephone (914) 366-5101 • Fax (914) 631-0607 • www.sleepyhollowny.gov

REQUIREMENTS TO FILE A FIRE SUPPRESSION PERMIT APPLICATION

The intent of this document is to assist the applicant with the requirements, process, and documentation necessary to file for a Fire Suppression Permit. **Failure to complete the application in its entirety and/or to provide the information indicated therein will result in rejection of the submission or a delay processing the application**.

Fire Suppression Permit applications will not be accepted without the following:

- ☐ Completed application (Parts 1 and 2) signed by the property owner. The property owner may complete the Proxy Statement authorizing an agent or representative to sign the application.
- ☐ Appropriate fee – check, or money order made payable to the *Village of Sleepy Hollow*.
  Permit fee: $50 plus $10 per head and or hose connection.

FEES FOR LEGALIZATION WORK OR FOR WORK STARTED WITHOUT THE ISSUANCE OF A PERMIT ARE DOUBLED.

- ☐ Survey of property – not required for interior work, repairs, or renovations.
- ☐ Three (3) sets of sprinkler plans, including specifications and hydraulic calculations, drawn to scale, signed and sealed by a NYS registered architect or professional engineer as required by NYS Law; maximum format **24" x 36"**, stapled and folded no larger than **9" x 12"**.

A Fire Suppression Permit will not be issued without the following:

- ☐ A pre-construction site/building inspection may be required to establish the specific applicability of the Building and Zoning Codes.
- ☐ Copy of contractor's Westchester County Home Improvement Contractor license.
- ☐ Copy of contractor's Certificate of Insurance naming the *Village of Sleepy Hollow* as additionally insured.
- ☐ Copy of the contractor's Workman's Compensation Insurance.
- ☐ Code Rule 753 confirmation number. Any project requiring excavation, trenching or demolition must contact "Dig Safely New York" 800-962-7962 (www.digsafelynewyork.com) at least (2) two full working days prior to excavation.
- ☐ Completed *Electrical Permit* application and fee when electrical work is involved in the scope of work.
- ☐ Completed *Plumbing Permit* application and fee when plumbing or gas work is involved in the scope of work.
- ☐ Completed *Mechanical Permit* application and fee when mechanical work is involved in the scope of work.
- ☐ Completed *Building Permit* application and fee when construction work is involved in the scope of work.
- ☐ Approved *Street Opening Permit* when work is involved in the right-of-way.

IMPORTANT NOTICES: Read before completing Fire Suppression Permit Application

1. Undertaking activity or starting work that requires a permit prior to obtaining such permit is prohibited and is a violation of the Code of the Village of Sleepy Hollow. Any person who violates any term or condition of any Building Permit, Certificate of Occupancy/Certificate of Compliance, Temporary Certificate, Stop-work Order, Operating Permit or other notice or order issued by the Building Inspector shall be liable to a civil penalty of not less than $250 nor more than $1,000 for each day or part thereof during which such violation continues.

2. New York State Law requires permit applicants to maintain Worker's Compensation and Disability Insurance for their employees. No permit will be issued unless currently valid Worker's Compensation and Disability Insurance certificates are attached to this application. If the permit applicant believes they are exempt from the requirements to provide Worker's Compensation and Disability Insurance, they must complete form BP-1 as applicable.

3. Work conducted pursuant to a permit must be visually inspected by the Department of Architecture, Land Use Development, Buildings and Building Compliance and must conform to the New York State Uniform Fire Prevention and Building Code, the Code of the Village of Sleepy Hollow, and all other applicable codes, rules or regulations.

4. It is the permit holder's responsibility to contact the Department of Architecture, Land Use Development, Buildings and Building Compliance at (914) 366-5116 Monday through Friday 8:30 a.m. to 4:30 p.m. at least 48 hours before the permit holder wishes to have an inspection conducted. **DO NOT PROCEED TO THE NEXT STEP OF CONSTRUCTION IF WORK HAS NOT BEEN INSPECTED.** Covered and non-accessible work will need to be removed at the permit holder's expense to conduct the required concealed inspections. A **$100** fee will be charged for all **RE-INSPECTIONS**.

5. An Amended Permit application must be filed with the Department for any change(s) in the scope of work or application information once a permit is issued. Unauthorized work shall not commence until an Amended Permit is issued.

6. The permit does not include any privilege of encroachment in, over, under, or upon any Village street or right-of-way. A separate Street Opening Permit is required for work within the Village right-of-way.

7. When a Certificate of Occupancy/Compliance is required for new construction, the structure shall **NOT BE OCCUPIED** until said certificate has been issued.

8. Work undertaken pursuant to the permit is conditioned upon and subject to any state and federal regulations relating to asbestos material.

9. Construction work is permitted between the hours of 8:00 a.m. and 7:00 p.m. weekdays, and on Saturday, between the hours of 9:00 a.m. and 6:00 p.m. No construction shall be permitted on Sundays and holidays unless of an emergency nature and unless permission is first obtained from the Police Department and Department of Architecture, Land Use Development, Buildings and Building Compliance.

10. The permit must be displayed so to be visible from the street nearest to the site of the work being conducted.

11. Permits shall become invalid unless the authorized work is commenced within six months following the date of issuance. Permits shall expire 12 months after the date of issuance. A Permit which has become invalid or which has expired may be renewed upon the submission of an application for Permit Extension, payment of the applicable fee, and approval of the application by the Building Inspector.



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FIRE SUPPRESSION PERMIT APPLICATION: PART 1

☐ NEW
☐ AMENDMENT
☐ EXTENSION

LOCATION	Section: Block: Lot:	**OFFICE USE**	Permit number:
	Address:		Date received:
			Date issued:
	Zoning District:		Expiration date:

OWNER	Name:	Phone number:
	Address:	Cellular number:
		Fax number:
		E-mail:

DESCRIPTION (Select all that apply)	☐ New building Use:	☐ Existing building Use:	☐ Change of use Use:	Number of stories: _____ Building height: ft.
	☐ Repair	☐ Addition	☐ Alteration	☐ Replacement
	☐ Wet system	☐ Dry system	☐ Pre-action	☐ Deluge
	☐ Dry chemical	☐ Wet chemical	☐ Carbon dioxide	☐ Halon
	☐ Clean agent	☐ Foam system	☐ Anti-freeze	☐ Standpipe system
	☐ Fire pump	☐ Tank	☐ Existing water main	☐ New water main
	☐ Other:			
	Indicate total number of heads and hose connections:			

FEE	**$50 application fee plus $10 per head/ hose connection**	Permit fee: $
	☐ Cash ☐ Credit card ☐ Money order ☐ Check number: _____	

I hereby certify that I have read the instructions and examined this application and know the same to be true and correct. All provisions of laws and ordinances covering this work will be complied with whether specified herein or not.

THIS APPLICATION DOES NOT INCLUDE ELECTRICAL, MECHANICAL OR PLUMBING INSTALLATIONS

Proxy Statement is required when anyone other than the property owner is signing an application.

Owner/ Applicant (Print) : _____

Owner/ Applicant signature: Date:

DO NOT BEGIN WORK UNTIL YOU HAVE RECEIVED AN ACTUAL PERMIT

FIRE SUPPRESSION PERMIT APPLICATION: PART 2

ARCHITECT	Company name:	Phone number:
	Architect:	Cellular number:
	Address:	Fax number:
		E-mail:
	License number:	
ENGINEER	Company name:	Phone number:
	Owner:	Cellular number:
	Address:	Fax number:
		E-mail:
	License number:	Expiration date:
CONTRACTOR	Company name:	Phone number:
	Owner:	Cellular number:
	Address:	Fax number:
		E-mail:
	Home Improvement License number:	Expiration date:
ELECTRICAL	Company name:	Phone number:
	Owner:	Cellular number:
	Address:	Fax number:
		E-mail:
	License number:	Expiration date:
PLUMBING	Company name:	Phone number:
	Owner:	Cellular number:
	Address:	Fax number:
		E-mail:
	License number:	Expiration date:
MECHANICAL	Company name:	Phone number:
	Owner:	Cellular number:
	Address:	Fax number:
		E-mail:
	License number:	Expiration date:

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PROXY STATEMENT

Proxy Statement is required when anyone other than the property owner is signing an application.

I, _____being duly sworn, deposes and says that he/she
(Print Owner's full name)

resides at_____in the County of_____
(Street, City) (County)

State of_____, and that he/she own the property located at_____,
(State) (Street Address)

the property described in the attached application, herby authorizes and empowers

_____ to sign and make the attached application for
(Applicant's name)

_____and to represent the application at all Board/ Commission meetings.
(Application type)

Sworn to before me this

_____day of _____, 2016

_____
Signature of Owner

_____
Notary Public

Seal