

Village of Port Chester
Building Department
222 Grace Church Street, Room 100
Port Chester, New York 10573

Kevin Donohue, Building Inspector
KDonohue@PortChesterNY.gov

Phone: (914) 939-5203
Fax: (914) 939-8747

Mechanical Equipment and Systems
PERMIT APPLICATION PACKAGE

1. **BUILDING PERMIT APPLICATION** – The applications must be filled out in sufficient detail and signed by the licensed contractor. Provide the scope of work for the mechanical equipment and systems in the “Description of work line” Also, for sub permits; provide the associated Building Permit Number.
2. **PROPERTY INFORMATION** - The Street Address, Ownership and Section/Block/Lot (SBL#) may be obtained online at;
 - <https://townofrye.sdgnys.com/index.aspx>
 - <http://giswww.westchestergov.com/taxmaps/default.aspx?sMun=Portchester>
3. **CONTACT INFORMATION** – An email address and phone number must be provided on the application
4. **PLANS** - Construction drawings, installation manual and site plan may be required by the Building Inspector. Provide 1 paper copy and one electronic version in a pdf format on a thumb drive, CD-ROM or by email.
5. **ENERGY CODE COMPLIANCE** - Design Criteria and Sizing see attached.
6. **PAYMENT OF PERMIT FEE** – Please see the Building/Code Enforcement Department FEE SCHEDULE Effective February 8, 2021 and provide a check payable to The Village of Port Chester.
7. **WESTCHESTER COUNTY LICENSE** – A copy of the Westchester County Licensed is to be submitted with the application for permit.
8. **WORKERS’ COMPENSATION and DISABILITY BENEFITS COVERAGE** – Proof of insurance must be submitted at the time of application. **ACORD FORMS** are not acceptable as proof of insurance.
 - Contractor with The State Insurance Fund must submit form U26.3 and DB-120.1.
 - Contractor with Private Insurance must submit form C-105.2 and DB-120.1.
 - Contractor who is self-insured must submit form SI-12 or GSI-105.2 and DB-155.
 - Exempt Contractors - Workers' Compensation and/or Disability Benefits Coverage form CE-200.



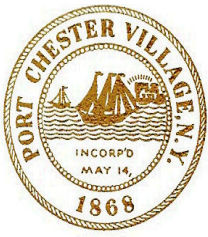
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The following types of equipment, systems and work are classified as Mechanical Permits;

- ❖ HVAC
- ❖ Ducts, supply, return, combustion air and exhaust
- ❖ Furnaces
- ❖ Boilers
- ❖ Roof Top Units
- ❖ Air Handlers
- ❖ Condensers
- ❖ Coil Heat, Hydro Aire
- ❖ Heat Pumps
- ❖ Chimney, Gas Vents, Exhaust, Vents, Flue Liners
- ❖ Solid Fuel Burning Appliances
- ❖ Water Heaters, Indirect Heaters and Pool Heaters - Fueled Fire
- ❖ Type 1 and Type 2 Exhaust Hoods
- ❖ Fuel Oil Tanks and Piping, Installed, Removed or Abandoned
- ❖ LP Gas Tanks
- ❖ Refrigeration
- ❖ Solar Thermal Systems



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Application for Building Permit and/or Zoning Permit

SBL # _____ - _____ - _____

Date: _____

Construction Located at: _____

Zoning District: _____

Owner: _____

Phone: _____

Mailing Address: _____

Email: _____

Agent: _____

Phone: _____

Mailing Address: _____

Email: _____

Description of work: _____

Use Classification: _____ Type Construction: _____ Number of Units: _____ Sign: _____

New: _____ Addition: _____ Repair/Replacement: _____ Alteration Level: _____ Change in Use: _____

Building Systems: _____ Fire Protection Equipment & Systems: _____ Fuel Oil Tank: _____ Heating Appliance: _____

Demolition: _____ Special/Open Building Permit: _____ Area of Land Disturbance: _____

Record of Legal Use: _____ Located in a Special Flood Hazard Zone: Yes or No

Site Plan/Special Exception Approval: _____ ZBA Variance: _____

Design Professional: _____ Phone: _____ Email: _____

Contractor: _____ Phone: _____ Email: _____

I certify that the information provided above is correct. I understand that false statements made herein are punishable as a Class A misdemeanor. I further understand that upon discovery that I provided any false information, I may be subject to criminal penalties and my permit may be revoked.

All work shall be performed in accordance with the construction documents which were submitted with and accepted as part of this application for permit. I understand that as the owner, and permit holder, I shall immediately notify the Building Inspector of any changes occurring during the course of work and further understand that if the Building Inspector determines that such changes warrants a new or amended permit or plans, such changes shall not be made until and unless a new or amended permit reflecting such changes is issued. I agree not to occupy this building/structure until a certificate has been issued for same upon completion of the description thereof in compliance herewith.

Owner/Authorized Agent

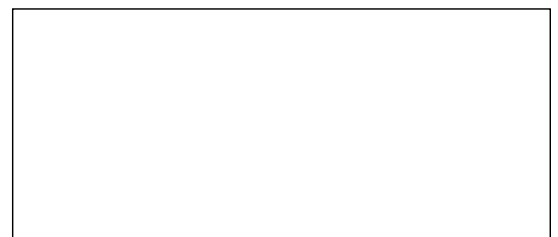
Date

Email address - Required to Receive Correspondence

COST OF CONSTRUCTION: \$ _____

PERMIT FEES _____ **Received By:** _____

Department Stamped Received Date





Mechanical System Requirements

Equipment	<ul style="list-style-type: none"> ○ Equipment Make and Model numbers must be clearly and legibly listed on Mechanical Equipment System Application. (Attach separate sheet if necessary) ○ Submit Site plan or Survey indicating setback of equipment to building, fences, or lot lines to show zoning compliance. Show feature proposed to be attached or close to building exterior ie: condensing units, line sets, conduits, gas piping, etc. ○ Submit equipment brochures with proposed equipment highlighted INCLUDING BTU capacities and operating efficiencies. ○ All ancillary control equipment to meet current BCNYS - EECC 2020 to be listed. (ie outdoor reset devices, thermostats, economizers). ○ Proposed equipment must reasonably match requirements per calculations submitted. If different submit written statement with reason for discrepancy.
Load Sizing	<ul style="list-style-type: none"> ○ ASHRAE 90.1 2013 design specifications; listed in Fahrenheit requirements; 72⁰ Inside Winter; 75⁰ Inside Summer; 7.7⁰ Outside Winter; 95⁰ Outside Summer ○ BTU requirements must be totaled. If dividing into individual zones with multiple sources, apartments, and/or zones, provide floor plan key containing corresponding ACCA Manual J 8th Edition and S Calculations. ○ Calculations must include building insulation (walls, ceiling, floors and fenestration sizes and type). Needed for RESCHECK requirement.
Miscellaneous	<ul style="list-style-type: none"> ○ List runs of flex ductwork in feet. Refer to NFPA 90A & NFPA 90B for approved use and length of flex ductwork. ○ A 'rough in' duct leakage test required in alterations above 40 linear feet, (recommended after rough inspection) by third party approved by PCBD. ○ All submitted documentation must comply with Section ECR 103 or ECC 103 of 2020 BCNYS International Energy and Conservation Code. (res & commercial) ○ Water & Steam calculations for existing systems must contain separate report in addition to ACCA Manual J report. Total existing radiator list for each zone with calculation of BTU load required. SHOW ALL MATH and CONVERSION to BTU's. (residential & commercial)
Residential Work	<ul style="list-style-type: none"> ○ N1101.3.1 Compliance Software. REScheck computer software (free from DOE website; www.energycodes.gov/rescheck) developed by USDOE ○ REScheck calculation report in color, to be supported by approved additional ACCA Manual J 8th Edition, and S, documentation submission with BTU Total for all zones or system proposed. No Short Forms accepted. ○ <i>Alternative:</i> Other software that has been expressly approved in writing by the New York Secretary of State as acceptable for demonstrating compliance with the RCNYS- EECC 2020 Residential provisions. (Case by case basis) ○ Signed and sealed mechanical drawings required for new residential construction. ○ New ductwork installations must show compliance with ACCA Manual D including isometric duct diagram with sizing, material, and CFM output at each register.
Commercial Work	<ul style="list-style-type: none"> ○ Plans and specifications by licensed design professionals mandatory. ○ COMCHECK report submittal, in color (sealed and complete). Calculations shown in compliance with ASHRAE 90.1 (2013). ○ Mechanical drawings submitted by design professional must contain a statement: <u>“Plans submitted are in accordance and meet the requirements of the currently accepted version of the 2020 ECCNYS Energy Conservation and Construction Code.”</u> ○ Ductwork installations require manual Q or ASHRAE 90.1 (2013), Isometric duct diagrams including sizing and CFM output required.



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Design Criteria
Residential Building Code of New York State 2020

Table R301.2(1)
Climatic and Geographic Design Criteria

TABLE R301.2(1)
CLIMATIC AND GEOGRAPHIC DESIGN CRITERIA

GROUND SNOW LOAD ^a	WIND DESIGN				SEISMIC DESIGN CATEGORY ^d	SUBJECT TO DAMAGE FROM			WINTER DESIGN TEMP ^e	ICE BARRIER UNDERLAYMENT REQUIRED ^f	FLOOD HAZARDS ^g	AIR FREEZING INDEX ^h	MEAN ANNUAL TEMP ⁱ
	Speed ^a (mph)	Topographic effects ^a	Special wind region ^a	Windborne debris zone ^a		Weathering ^c	Frost line depth ^c	Termites ^c					
20 lb/ft ²	3-second 120mph	NO	YES	NO	B	Severe	42"	Mod-Heavy	7.7° ASHRAE	YES	9/28/07	1500 or less	52.2°
MANUAL J DESIGN CRITERIA^a													
Elevation		Latitude		Winter heating	Summer cooling	Altitude correction factor		Indoor design temperature	Design temperature cooling		Heating temperature difference		
39.7'		41.001762		7.7°	96°	NA		72°	75°		64.3°		
Cooling temperature difference		Wind velocity heating	Wind velocity cooling	Coincident wet bulb	Daily range	Winter humidity	Summer humidity						
20		NA	NA	72°	M	NA	94						

- a. Village of Port Chester is in a *Special Wind Region*
- b. NFIP Flood Rate Insurance Map #360928, dated September 28, 2007
- c. Port Chester is in Climate Zone 4A

BUILDING/CODE ENFORCEMENT DEPARTMENT

FEE SCHEDULE Effective February 8, 2021

Use: R = Residential, one and two family dwelling and their accessory structures CM = Commercial and Multifamily including mix use Commercial, Multifamily and Residential buildings and their accessory structures Base Fee: Is a non-refundable fee. N/A = Not Applicable				
Permit Type	Section #	Use	Base Fee	Added Fee Cost of Construction
Addition	151-4	R	\$200	+ \$20.00 per \$1,000 Cost of Const.
	151-4	CM	\$400	+ \$20.00 per \$1,000 Cost of Const.
Alteration & Change in Use	151-4	R	\$200	+ \$20.00 per \$1,000 Cost of Const.
	151-4	CM	\$400	+ \$20.00 per \$1,000 Cost of Const.
Building Systems	151-4	R	\$200	+ \$20.00 per \$1,000 Cost of Const.
	151-4	CM	\$400	+ \$20.00 per \$1,000 Cost of Const.
Demolition	151-4	R	\$200	+ \$20.00 per \$1,000 Cost of Const.
	151-4	CM	\$400	+ \$20.00 per \$1,000 Cost of Const.
Electrical	151-4	R	\$150	+ \$10.00 per \$1,000 Cost of Const.
	151-4	CM	\$250	+ \$10.00 per \$1,000 Cost of Const.
Fire Protection	151-4	R	\$200	+ \$20.00 per \$1,000 Cost of Const.
	151-4	CM	\$400	+ \$20.00 per \$1,000 Cost of Const.
Floodplain Development	181-11	R	\$100	N/A
	181-11	CM	\$200	N/A
Land Development	151-4	R	\$200	+ \$20.00 per \$1,000 Cost of Const.
	151-4	CM	\$400	+ \$20.00 per \$1,000 Cost of Const.
Mechanical	151-4	R	\$200	+ \$20.00 per \$1,000 Cost of Const.
	151-4	CM	\$400	+ \$20.00 per \$1,000 Cost of Const.
New Construction	151-4	R	\$200	+ \$20.00 per \$1,000 Cost of Const.
	151-4	CM	\$400	+ \$20.00 per \$1,000 Cost of Const.

Occupancy Public Sidewalk	283-19	R/CM	N/A	\$10 per linear foot
Plumbing	151-4	R	\$150	+ \$20.00 per \$1,000 Cost of Const.
	151-4	CM	\$250	+ \$20.00 per \$1,000 Cost of Const.
Pool/Spa	151-4	R	\$200	+ \$20.00 per \$1,000 Cost of Const.
	151-4	CM	\$400	+ \$20.00 per \$1,000 Cost of Const.
Re-Roof & Re-Covering	151-4	R	\$200	+ \$20.00 per \$1,000 Cost of Const.
	151-4	CM	\$400	+ \$20.00 per \$1,000 Cost of Const.
Shell Permit	151-4	R	\$200	+ \$20.00 per \$1,000 Cost of Const.
	151-4	CM	\$400	+ \$20.00 per \$1,000 Cost of Const.
Sign	151-4	R	\$200	N/A
	151-4	CM	\$400	+ \$20.00 per \$1,000 Cost of Const.
Solar Panel & Generators	151-4	R	\$200	+ \$20.00 per \$1,000 Cost of Const.
	151-4	CM	\$400	+ \$20.00 per \$1,000 Cost of Const.
Special Building Permit	151-4	P1	\$100	N/A
	151-4	P2	\$100	N/A
Storage Tank, Bulk Distribution	151-4	C	\$400	+ \$20.00 per \$1,000 Cost of Const.
Telecommunication Facility	151-4	C	\$400	+ \$20.00 per \$1,000 Cost of Const.
Tenant Fit-Out	151-4	R	\$200	+ \$20.00 per \$1,000 Cost of Const.
	151-4	CM	\$400	+ \$20.00 per \$1,000 Cost of Const.
Amendment to Permit	151-4	R	\$100	+ \$20.00 per \$1,000 Cost of Const.
Amendment to Permit	151-4	CM	\$200	+ \$20.00 per \$1,000 Cost of Const.
Annual Permit Renewal	151-4	R	Base Fee Two renewals	3 rd renewal is original fee
Annual Permit Renewal	151-4	CM	Base Fee Two renewals	3 rd renewal is original fee.
Temporary Certificate of Occupancy	151-7		-0-	Base Fee of issued permit and valid for maximum of 60 days (Recurring)
Re-inspection	151-4		\$100	N/A
Re-instatement of Suspension of Permit	151-4		-0-	Base Fee of Issued Permit

BUILDING DEPARTMENT ADMINISTRATION

Affidavit of final cost of construction		Submission required when permit construction cost exceeds \$10,000
Building permit administrative fee where there is an outstanding stop-work order or where work has been commenced without the requisite permit having been obtained	§ 151-6CF	\$300 or 3 times the permit fee, whichever is greater
Expedited searches		\$200

CODE ENFORCEMENT FEE SCHEDULE

Fire safety and property maintenance inspection program		\$200 for the first \$10,000; \$5 per \$1,000
Multiple dwellings		\$400 for the first \$10,000; \$5 per \$1,000
Commercial		\$550 for the first \$10,000; \$5 per \$1,000
First re-inspection		\$150
Each additional re-inspection		\$250
(Mixed-use buildings will be assessed a fee for each occupant present.)		
Testing Fees Work Cost \$0 to \$1000		\$350
Each additional \$1,000		
Sale or storage of explosives		\$50
Storage and sale of small arms ammunition		\$80
Fireworks display and discharge		\$150
Blasting (per job)		\$80
Copies of fire reports		\$10
Transport of explosives		\$50
Storage or handling of any catalytic agent necessary for the manufacture of plastic materials	§ 151-40	\$40
Retailer, jobber or wholesaler storing or handling more than 25 pounds of cellulose nitrate plastics (pyroxylin)		\$100