



Town of North Hempstead

Department of Building Safety, Inspection & Enforcement



210 Plandome Road, Manhasset, NY 11030-2326

www.northhempsteadny.gov

Gas Permit Application Requirements

A Gas permit is required for the installation, modification or removal of existing gas appliances, gas-fired water heaters, gas-fired burners, gas-fired generators, liquefied petroleum gas (propane, butane, etc.) storage tanks, and/or gas piping. If an addition, alteration, renovation, or any structural work is being performed a **Building Permit** would also be required. Upon completion of the Building Permit Application, you will be directed to apply for the necessary associated permits.

The **Application** must be completed in its entirety. If you are submitting a stand-alone application digital copies of plans, insurances and related documents **are required at submission and must be uploaded with the application.**

Upon initial review of your application, you will receive an **Owners Authorization Form** and your contractor will receive a **Plumbing Contractor's Affidavit Form**. The Owners Authorization must be signed by the **owner(s) of the property** and the Contractor's Affidavit requires your **licensed plumber's signature**. Both forms must also be notarized and returned to us prior to the issuance of your permit. A Contractor's Affidavit is **not** required for a permit to maintain work completed without the benefit of a permit.

The initial application fees for Residential Gas Permits are as follows:

Unit Installation: **\$50.00**

Piping: **\$64.00**

The initial application fees for Commercial Gas Permits are as follows:

Unit Installation: **\$100.00**

Piping: **\$114.00**

Initial application fees are non-refundable and are **due upon submission of your application**. An exact application fee will be calculated prior to permit issuance. A fee of two (2) times the normal fee will be charged for maintaining work done without a permit, prior to the issuance of a permit and for work done illegally. Upon approval you will receive an email outlining the total due. Payment must be made online. We accept all major credit cards and E-Checks. Credit card payments incur a service/convenience fee of 2.95%. Payments by E-check incur a fee of \$1.75 per transaction. The Town of North Hempstead does not profit from this fee.



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Below is the list of documents required to be submitted with your application. Documents with a gray checkbox may not be required for all projects. Please consult your design professional or [contact us](#) if you have further questions.

<input checked="" type="checkbox"/>	<p>Property Survey - Property Surveys are required for all applications per Section 2-9.G of the Town Code. Surveys should....</p> <ul style="list-style-type: none"> • ...be complete, legible, full size and to scale. • ...show all existing conditions on and above the ground. <p>A Survey that includes setbacks is required for maintaining the installation of any exterior gas appliance (including but not limited to gas barbeques and gas firepits), gas generator, LPG (propane/butane) fuel gas storage tank, and/or any other exterior gas equipment installation completed without a permit.</p>
<input checked="" type="checkbox"/>	<p>Site Plan – A Site Plan is required that shows the location, size, and distance from the property lines of any proposed exterior gas appliances (including but not limited to gas barbeques and gas firepits), exterior gas generators, exterior LPG (propane/butane) fuel gas storage tanks, and/or any other exterior gas equipment. Depending on installation location, protective bollards may be necessary for the safety and integrity of the equipment or tank. If your project requires the abandonment/removal of a fuel oil tank, your site plan must indicate the location of the tanks being abandoned/removed.</p>
<input checked="" type="checkbox"/>	<p>Gas Piping Riser Diagram - A Gas Piping riser diagram is required. Diagram should include size of pipes and linear feet of piping.</p>
<input checked="" type="checkbox"/>	<p>Manufacturer’s Specifications – Manufacturer’s installation specifications that include required installation clearances must be provided for the installation of gas boilers/furnaces, gas water heaters, gas generators, & LPG fuel gas storage tanks.</p>
<input checked="" type="checkbox"/>	<p>Nassau County Fire Marshal LPG Tank Installation Permit & Approved Site Plan – The installation of a Liquefied Petroleum Gas (including propane and butane) fuel storage tank is regulated by Article VI of the Nassau County Fire Prevention Ordinance and NFPA 58. The installation of all LPG fuel storage tanks must be performed in accordance with this regulation and must be filed with the Nassau County Fire Marshal. A permit must be issued by the Fire Marshal, and a copy of the permit along with the site plan approved by the Fire Marshal must be submitted with the Gas Application to the Building Department to install an LPG fuel storage tank. If you have questions or to submit an application for the installation of an LPG fuel storage tank with the Fire Marshal, please visit the Nassau County Fire Marshal page.</p>
<input checked="" type="checkbox"/>	<p>Nassau County Health Department Tank Removal or Abandonment Verification Letter - The abandonment or removal of a Fuel Oil Tank is regulated by Article XI of the Nassau County Public Health Ordinance - All abandonments or removals must be performed in accordance with this regulation and proper notification must be made to Nassau County before beginning any work. If removing or abandoning a fuel oil tank you must provide the tank removal or abandonment verifications necessary for your individual case. If you have questions or to schedule a removal or abandonment inspection in relation to a fuel oil tank of 1100 gallons or less, please visit the Nassau County Department of Health Small Petroleum Tank Closure Inspection Scheduling System page. Removal or abandonment of fuel oil tanks greater than 1100 gallons must be filed with the Nassau County Department of Health, Division of Environmental Health.</p>



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<input checked="" type="checkbox"/>	<p>Energy Code Compliance Documentation - For other than one- and two-family dwellings, A COMcheck or MECcheck report declaring that the equipment meets the requirements of the 2020 New York State Energy Code is required for the installation of all gas fired heating and water heating equipment. The report can be generated using software products available free of charge from the Department of Energy. For further information, please click on the links above. Alternatively, if all submitted manufacturer’s specifications provide the required energy efficiency ratings to determine compliance, a separate report is not required.</p>
<input checked="" type="checkbox"/>	<p>Licenses & Insurance - Before a permit can be issued, we require a copy of a current Nassau County Home Improvement License for all general contractors. Plumbers or Electricians need a copy of their current Town of North Hempstead License.</p> <p>Proof of insurance must be submitted with the application as follows:</p> <p>(a) Proof of General Liability insurance with completed operations to which the Town of North Hempstead has been added as Certificate Holder; The policy must not contain the X.C.U. Exclusion.</p> <p>(b) Certificates or affidavits approved by the State Workers' Compensation Board pursuant to State Workers' Compensation Law § 57 (2) evidencing proof of workers' compensation insurance certificate or proof of the contractor not being required to secure same (A NYS CE-200 form must be submitted as such proof); and</p> <p>(c) Certificates or affidavits approved by the State Workers' Compensation Board pursuant to State Workers' Compensation Law § 220 evidencing proof of disability benefits insurance certificate or proof of contractor not being required to secure same (A NYS CE-200 form must be submitted as such proof).</p> <p>All insurances must name the Town of North Hempstead at the above address as “Certificate Holder” or “Additional Insured”. For further information, please reference our Insurance Requirements.</p>