



Town of North Hempstead

Department of Building Safety, Inspection & Enforcement



210 Plandome Road, Manhasset, NY 11030-2326

www.northhempsteadny.gov

HVAC/Mechanical Permit Application Requirements

An HVAC/Mechanical permit is required for the installation of a new or modification of an existing HVAC/Mechanical unit and/or ductwork; Commercial Kitchen Hoods and Geothermal Heating and/or Cooling Units. 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 **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 contractor'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 HVAC Permits are as follows:

Unit Installation: **\$50.00**

Ductwork: **\$50.00**

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

Unit Installation: **\$100.00**

Ductwork: **\$100.00**

These 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 unless the application includes systems and equipment located only on the interior. 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 work completed without a permit.</p>
<input checked="" type="checkbox"/>	<p>Site Plan – A Site plan showing location of any outside units, including rooftop units, and distances from property lines and dwelling is required. Additional Considerations:</p> <p><u>Guidelines for exterior units in Residential districts:</u></p> <p>All units must be located no greater than 3 feet from the dwelling that they service.</p> <p>Units without screening...</p> <ul style="list-style-type: none"> • ...may be located only in the side or rear yard. • ...must have a minimum 5 foot side and rear property line setback. <p>Units with evergreen screening...</p> <ul style="list-style-type: none"> • ... may also be located within the front yard with a minimum front yard setback of 5 feet less than the required setback of the zoning district: <ul style="list-style-type: none"> • Res-A & Res-AA - 30 feet • Res-B - 25 feet • Res-C - 20 feet • ...If placed the side and rear yard may have a property line setback of 3 feet. <p>Exterior units in Commercial districts must comply with all required setbacks of the zoning district, and may not be located within any required landscape buffer or parking area.</p>
<input checked="" type="checkbox"/>	<p>Manufacturer’s Specifications – Manufacturer’s installation specifications for all units to be installed must be provided.</p>
<input checked="" type="checkbox"/>	<p>Electrical Inspection Certificate - An original electrical inspection certificate will be required upon completion of the installation of all HVAC units.</p>
<input checked="" type="checkbox"/>	<p>Certification Letter – For the installation of any unit on an existing structure such as a roof top or platform, a letter from a design professional (NYS Licensed Architect or Engineer) must be submitted which certifies that he/she has personally inspected the conditions on site and that the roof structure, dunnage, platform, or other structure is able to support the additional load of the HVAC unit(s). Be aware that the installation of any new or replacement structure to support an HVAC unit must be filed on a separate Building Permit Application.</p>



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	<p>Mechanical System Drawings – For other than one- and two-family dwellings, the installation or alteration of any ductwork and air handling systems requires Mechanical System Drawings which must include seal and original signature of a New York State licensed Professional Engineer or a Registered Architect and provide all code compliance information and complete details for the installation/alteration of the system.</p>
	<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 heating, air conditioning, water heating, water chilling, and refrigeration 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>
	<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> <ul style="list-style-type: none"> (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. (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 (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>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>



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Additional Requirements for the Installation of Geothermal HVAC Systems

The following requirements apply to an application for the installation of a Geothermal HVAC system. These requirements are in addition to all applicable requirements found in the first section of this requirements guide.

All exterior equipment for geothermal systems must be located in accordance with the guidelines indicated in the **Site Plan** section for exterior HVAC equipment in the first section of this requirements guide. Borings for the loops are recommended to be a minimum of 2'-0" away from all property lines and 10'-0" from all underground utility lines (water, sewer, gas, etc.).

Depending on your scope of work several associated permits may also be required. If any gas-fired equipment is to be installed a separate Gas Appliance & Piping Permit Application will be required, including the Gas Riser Diagram requirement thereof. If an electric water heater is to be installed a separate Plumbing Permit application will be required.

<input checked="" type="checkbox"/>	Description of Work - Description of work should indicate the equipment to be installed (heating, cooling, water heater). If installing a closed loop vertical system, the number of bores and depth must be indicated.
<input checked="" type="checkbox"/>	Site Plan – The site plan of the property showing the location of all exterior equipment in accordance with the Site Plan requirements of the first section of this guide must additionally indicate: <ul style="list-style-type: none"> • The proposed location of borings with the distances from all property lines and structures. • The run of the piping from the bore into the building.
<input checked="" type="checkbox"/>	Required Specifications <ul style="list-style-type: none"> • Manufacturer’s specifications for all equipment to be installed. • Specification of Glycol to be used in loops. • Specification of Boring Lubricant. • Specification of Grout to be used. • Schematic installation diagram of system and equipment.
<input checked="" type="checkbox"/>	Boring Completion Report - A boring completion report for at least one (1) bore hole. This does not need to be from an engineer.
<input checked="" type="checkbox"/>	Final Survey - A Final Survey will be required at the conclusion of the project indicating the final location of the bores and the piping run.
<input checked="" type="checkbox"/>	Licenses & Insurance – In addition to the license & insurance information listed in the first section of this guide, the Geo-thermal Installer must provide the following additional documentation: <ul style="list-style-type: none"> • The Installer must provide a copy of their I.G.S.H.P.A. certifications. • The Installer’s Nassau County Home Improvement License must be for Geothermal Installations. • The Installer’s insurance certificates must indicate that they are insured for performing borings.



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Additional Requirements for the Installation of Commercial Kitchen Hood & Exhaust Systems

The following requirements apply to an application for the installation of Commercial Kitchen Hood & Exhaust systems which may or may not include a fire suppression system. These requirements are in addition to all applicable requirements found in the first section of this requirements guide.

All Commercial cooking and dishwashing equipment require a commercial kitchen exhaust hood to exhaust heat, steam, grease vapors, smoke, and products of combustion. [Light-Duty cooking equipment](#) (ovens, steam-jacketed kettles, pasta cookers, compartment steamers, and cheesemelters) and dishwashers may utilize Type II hoods which do not require integrated fire suppression systems. Electric light-duty cooking equipment and dishwashers may instead have the HVAC system designed to compensate for the exhaust of the additional heat and steam created by the equipment. Gas-fired light-duty equipment always requires a hood. All other types of cooking equipment which fall under [Medium-Duty](#), [Heavy-Duty](#), or [Extra-Heavy-Duty](#) as defined in the 2020 NYS Mechanical Code require Type I exhaust hoods which must include an integrated fire suppression system.

<input checked="" type="checkbox"/>	Description of Work - Description of work should indicate the number of Type I hoods with the length of each hood specified and should indicate the number of Type II hoods with the length of each hood specified.
<input checked="" type="checkbox"/>	Site Plan & Key Plan – When not associated with a building permit application, a site plan indicating the location of the work, and building key plan clearly showing the location of the hood within the premises must be provided.
<input checked="" type="checkbox"/>	Mechanical System Drawings – Commercial Kitchen Hood & Exhaust System Drawings of all Type I and Type II hoods including fire suppression systems for Type I systems must be provided. The drawings must include seal and original signature of a New York State licensed Professional Engineer or a Registered Architect and demonstrate compliance with the 2020 NYS Mechanical Code for the installation.
<input checked="" type="checkbox"/>	Proof of filing with the Nassau County Fire Marshal – Type I hoods must be filed with the Nassau County Fire Marshal, and a receipt or other proof of filing with the Fire Marshal must be provided with the application. It is not required to file Type II hoods with the Fire Marshal.