



Town of North Hempstead

Department of Building Safety, Inspection & Enforcement



210 Plandome Road, Manhasset, NY 11030-2326

www.northhempsteadny.gov

Sprinkler Permit Application Requirements

A Sprinkler permit is required for the installation of a new, modification of an existing or removal of a Fire Sprinkler system. 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 Sprinkler 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 fee for a Residential Sprinkler Permit is **\$50.00**. The initial application fee for a Commercial Sprinkler Permit is **\$100.00**. 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. 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 are required for most projects. 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.
<input checked="" type="checkbox"/>	<p>Plans – Plans must be submitted with your application. Those same plans, signed off by the Nassau County Fire Marshal must be re-submitted before the completion of the project.</p>
<input checked="" type="checkbox"/>	<p>Diagrams – A Diagram is required showing the full scope of work.</p>
<input checked="" type="checkbox"/>	<p>Fire Marshal Filing Affidavits – A Nassau County Fire Marshal Filing Affidavit for Installers and a Nassau County Fire Marshal Filing Affidavit for Property Owners must be completed & notarized and returned to us prior to the issuance of your permit.</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>