

**Village of Menands**  
**Mechanical Construction Information Sheet**

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1. All Building Permit Applications submitted for work that is to include mechanical work must be accompanied by a Mechanical Permit Supplemental Application.
2. All information on the Mechanical Permit Supplemental Application is to be completed as requested. Information may be typed or handwritten in ink.
3. A building permit is required to make mechanical modifications unless otherwise excused in Section 1203.3 of the New York State Uniform Code or in Section 71-4B of the Menands Uniform Construction Code.
4. Mechanical plans, including the location of all equipment, must be included as part of the detailed design drawings submitted with the Building Permit Application or included separately with this supplemental application. Product specifications for any equipment to be included as part of the mechanical work must also be included.
5. Design drawings are not required if the scope of work includes only work related to the renovation of specific mechanical apparatus.
6. No work may commence without issuance of an approved building permit.
7. Any work authorized by a building permit must be available for inspection throughout the progress of the work.

**Before digging, call Dig Safely New York excavation notification center at 1-800-962-7962 to locate utilities.**