

**Village of Menands  
Mechanical Permit Supplemental Application**

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**For Official Use Only**

Submitted: _____ 20 _____	Approved/Rejected By: _____
Examined: _____ 20 _____	_____
Approved/Rejected: _____ 20 _____	Building Permit #: _____

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**Section 1: Instructions**

The Mechanical Permit Supplemental Application must be completed (typed or written in ink) and submitted along with the Building Permit Application to obtain a building permit for any planned mechanical work. Mechanical plans must be included within the detailed design drawings (see Building Permit Application) or submitted separately with this supplemental application. For further information on any required specifications, drawings or site plans, please review the Mechanical Permit Information Sheet document.

This application must be completed by the Owner of the property on which mechanical activities are to occur, or by a duly authorized representative of the Owner of the property. In submitting this application, the applicant swears that any and all information and or statements contained herein are true to the best of the applicant's knowledge. Any information that the applicant has set forth in this application that is false or misleading may result in the rejection of the application. Construction authorized by this permit must always comply with the plans as approved by all applicable government agencies.

**Section 2: Information of the Involved Parties**

<b>Property Owner Information</b>
Name: _____
Address: _____
Phone Number: _____
Email: _____

**Note: If Contractor is same as listed on Building Permit Application, leave this box blank.**

**Contractor Information**

Work is to be performed by Applicant

Name of Business: \_\_\_\_\_

Address of Business: \_\_\_\_\_

Primary Contact (Name and Title): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Section 3: Property Information**

**Project Site Information**

Address: \_\_\_\_\_

General Description of Current Structure & Mechanical Infrastructure (if applicable):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Section 4: Project Information**

**Work Details**

General Description of Mechanical Work:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Check all that Apply:

Residential	Commercial & Industrial
<input type="checkbox"/> Install New Heating Equipment	<input type="checkbox"/> Install New Heating Equipment
<input type="checkbox"/> Replace Existing Heating Equipment	<input type="checkbox"/> Replace Existing Heating Equipment
<input type="checkbox"/> Install New AC Equipment	<input type="checkbox"/> Install New AC Equipment
<input type="checkbox"/> Replace Existing AC Equipment	<input type="checkbox"/> Replace Existing AC Equipment
<input type="checkbox"/> Other (Describe Above)	<input type="checkbox"/> Other (Describe Above)

Estimated Value of the Mechanical Work: \_\_\_\_\_ Planned Date of Work: \_\_\_\_\_

Please attach three copies of manufacturer specifications for all equipment to be included as part of the mechanical work.

Note: All equipment must be installed in accordance with the manufacturer's installation instructions, the International Code as adopted by New York State, the National Electric Code and the New York State Uniform Code Supplement.

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**End of Application**

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I hereby make application for issuance of a permit for the work described above. I swear that no person will be employed without providing workers compensation and disability benefits law coverage, as required by state law, and that all applicable ordinances of the Village shall be complied with. I declare, subject to penalty of perjury that statements made herein are true and correct to the best of my knowledge.

Owner/Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner/Agent Name (Printed): \_\_\_\_\_ Date: \_\_\_\_\_

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