

## VILLAGE OF POQUOTT GAS CONVERSION PERMIT APPLICATION INSTRUCTIONS & GENERAL INFORMATION

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The following is a list of items that are required in order to submit an application that can be reviewed by the Building Inspector.

1. A completed, signed and notarized Building Permit Application.
2. A copy of the contractor's Suffolk County Builder's License (from the Plumber that is performing installation)
3. A Certificate of Liability and Worker Compensation Form (U-26.3 or DB120.1) from the Applicant's Contractor(s), naming the Village of Poquott as *additional insured* and also the *certificate holder*.
4. FEE of \$150. Plus, one-time CO fee of \$50. Checks can be made payable to the Village of Poquott.
5. Gas Diagram showing path from meter to appliance.
6. Spec sheets for appliance
7. **Inspections by the Building Inspector are required** in order to ensure the terms and conditions of the permit have been met. It is the **resident's responsibility to schedule the inspections** which are done by the Village of Poquott Building Inspector. The following inspection need to be made for an oil to gas conversion:
  - a) Pressure Test Inspection
  - b) Final InspectionInspections are by appointment only and can be made by calling Village Hall at (631) 476-4043.
8. Certified removal of oil tank (Certificate of Abatement).
9. **NO CERTIFICATE OF COMPLETION WILL BE ISSUED UNTIL ALL SPECIFIED AND SPECIAL REQUIREMENTS ARE MET.**



### Incorporated Village of Poquott

45 Birchwood Avenue • Poquott, New York • 11733 • Telephone 631-476-4043 • Fax 631-331-0402

[www.VillageOfPoquott.com](http://www.VillageOfPoquott.com)

# Village of Poquott Gas Conversion Permit

**PAGE ONE – MUST BE COMPLETED BEFORE ANY CONSTRUCTION CAN START.**

## APPLICANT INFORMATION

Name:

Address:

Telephone (cell): (home): (work):

Email Address: (home): (work):

Fire Insurance Carrier Name:

Policy Number: Policy Expiration Date:

## HOMEOWNER INFORMATION (attach separate sheet for more than one)

Name:

Address:

Telephone (cell): (work):

Email Address (work):

Insurance Carrier (workers):

Suffolk County Contractor's License #:

Other License #(s), identify each:

## CONTRACTOR INFORMATION (attach separate sheet for more than one)

Name:

Address:

Telephone (cell): (work):

Email Address (work):

Insurance Carrier (workers):

Suffolk County Contractor's License #:

Other License #(s), identify each:

## PROJECT INFORMATION

Address:

Total Project Cost: \$ **150.00** Estimated Completion Time Period:

If this Application is associated with another Application(s) list, if no indicate "No". If yes, list information from Other Application (name): (address):

Describe Project:

**ENDORSEMENT TO VALIDATE BUILDING APPLICATION**

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Sign and notarize the following in order to tender the Application:

**Affidavit**

Incorporated Village of Poquott

Town of Brookhaven, County of Suffolk, State of New York

I \_\_\_\_\_ hereby certify that I have received, read and understand all of the enclosed instructions regarding the Building Permit Application for the Village of Poquott and have filled this application out to the best of my ability.

I swear that to the best of my knowledge and belief the statements contained in this application, together with the plans and specifications submitted, are a true and complete statement of all proposed work to be done on the described premises and that all provisions of the BUILDING CODE, the ZONING ORDINANCE, and all other laws pertaining to the proposed work shall be complied with, whether specified or not, and that such work is authorized by the owner.

APPLICATION IS HEREBY MADE for the issuance of a Building Permit pursuant to the Building Code of the Incorporated Village of Poquott, Suffolk County, New York, for the construction of building, grade change, building additions, or alterations or for removal or demolition as herein described. The applicant agrees to comply with all applicable laws, ordinances, building codes, housing code, and regulations, and to admit authorized inspectors on premises and in building for necessary inspections.

The Homeowner is responsible to ensure that all steps presented herein are followed to obtain a valid Building Permit and/or Certificate of Occupancy. Permits issued on erroneous procedures, omitted information or misstated fact(s) are subject to an administrative hearing that can lead to the revocation of the Building Permit or Certificate of Occupancy.

Homeowner's Name \_\_\_\_\_

Homeowner's Signature \_\_\_\_\_ Date of Signature \_\_\_\_\_

Sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
(Notary Public, Suffolk County, New York)



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## **UNDERGROUND STORAGE TANK AND PROPANE TANK INSTALLATION GUIDANCE**

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USTs are regulated by the Suffolk County Department of Health Services (SCDHS). Residential heating oil tanks, with capacity less than 1,500 gallons are exempt from regulation (plumping, scrapping steel and sampling of soil). If the tank is under this capacity (as most all in the village should be), then all the resident needs to do is hire a Suffolk County Licensed contractor to pump the remaining oil out of the tank and then remove the tank from the ground. If the UST has a capacity greater than 1,500 gallons, residents must contact the the SCDHS at 631-854-2540 for further instruction.

The homeowner should be aware that if staining is identified, the contractor may call in a spill to the NYSDEC. If that happens, the resident may be subject to significant costs to obtain a spill closure. Any spill should be reported to the Environmental Commissioner at 516-805-8900. Even a small spill that gets called into NYSDEC can be very expensive. The residents should also familiarize themselves with their homeowner's policy pertaining to leaking USTs.

If the resident has a relationship with his oil supply company, they may be willing to perform the abandonment and removal. The relationship may prevent an overly sensitive determination of a spill. An unscrupulous contractor may try to leverage the resident to avoid calling in a spill. As always, a good relationship and contract with the contractor is very valuable.

If the tank is being replaced with an above ground propane tank, then the following applies:

- The installation of the propane tank and abandonment of the old tank requires a Building Permit (and as such, a Certificate of Occupancy).
- The proposed location for the new propane tank and the location of the tank to be abandoned needs to be shown on a survey prepared by an engineer/surveyor. The fill valve of the tank must be indicated on the survey and there must be an indicator of a shut off at the tank for the fire department.
- The locations of the new propane tank cannot be within 10 feet of a shed or a property line.
- If the owners are requesting the propane company to make an application on their behalf, then the owners need to sign an authorization authorizing the propane company to make application for a building permit.
- The homeowner's insurance must name the Village of Poquott as additional insured and certificate holder.