

VILLAGE OF POQUOTT GAS CONVERSION PERMIT APPLICATION INSTRUCTIONS & GENERAL INFORMATION

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. Checks can be made payable to the Village of Poquott.
5. **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) Tank Abatement Inspection
 - b) Pressure Test Inspection
 - c) Final InspectionInspections are by appointment only and can be made by calling Village Hall at (631) 476-4043.
6. **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

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:

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

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 Applicant is responsible to insure 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.

Applicant Name _____

Applicant Signature _____ Date of Signature _____

Sworn before me this _____ day of _____, 20 _____

(Notary Public, Suffolk County, New York)