



Town of New Castle

200 South Greeley Avenue, Chappaqua NY 10514 • Ph. (914) 238-4723 • Fax (914) 238-5177
e-mail: building@mynewcastle.org

APPLICATION FOR HVAC PERMIT

HVAC Permit No: _____

BP No: _____

The following items must be submitted for initial review unless waived by the Building Inspector

- One Application for HVAC Permit
- ONE (1) copy of plans and specifications for the project prepared by a Design Professional
- Workers' Compensation Insurance – with the Town of New Castle as Certificate Holder
- Westchester County Home Improvement License (*Residential Only*)
- Certification that the installation complies with the Energy Conservation Construction Code of New York State
- Note that any electrical or plumbing work requires a separate permit
- All new systems require a locking device on exterior units

(DO NOT WRITE ABOVE LINE – FOR OFFICIAL USE ONLY)

Property Owner: _____ Date Filed: ____ / ____ / ____

Property Location: _____

Section: _____ Block : _____ Lot : _____ Zoning District: _____

<input type="checkbox"/> New Construction	<input type="checkbox"/> Single Family	<input type="checkbox"/> Accessory Building	<input type="checkbox"/> Pool
<input type="checkbox"/> Basement Alteration	<input type="checkbox"/> Addition	<input type="checkbox"/> Multi-family	
<input type="checkbox"/> Alteration	<input type="checkbox"/> Commercial	<input type="checkbox"/> Other _____	

Company Name: _____

Company Address: _____

Phone: _____ - _____ - _____ Email: _____

Description of work: _____

Cost of construction: \$ _____ **Fee:** _____

The fee is \$100 for 1st \$1,000 in construction cost; \$15 each additional \$1,000 - Residential
The fee is \$150 for 1st \$1,000 in construction cost; \$18 each additional \$1,000 - Commercial

Signature of Applicant: _____

Approved: _____ Date: ____ / ____ / ____