

## Applying for an HVAC Permit

You will need to apply for a mechanical permit at <https://epropertyportal.com> and drop off the following items to the building department. If the following items are not included in your package when you drop it off, it **WILL NOT be accepted:**

1. Three copies of a drawing or survey indicating where the condenser is going to be located on the property.
2. A copy of the cut sheets **highlighting** the model# and the SEER rating. If you do not highlight these items, the permit **WILL NOT be processed**. The SEER rating **MUST** be a minimum of 16.
3. If duct work is involved, you **MUST** submit manuals J, D & S. If it's a split unit (no duct work), you **MUST** submit manuals J & S. **The permit WILL NOT be processed without these manuals.**
4. From the contractor: certificate of liability and workers comp, both showing us as additionally insured on them (Village of Hastings, 7 Maple Avenue, Hastings-on-Hudson, NY 10706).
5. A check made payable to: Village of Hastings.

The fee for the permit is 2.0% or \$20 per \$1,000 of the estimated cost of the project (minimum fee is \$250). There is also a C of C (Certificate of Completion) fee of \$50.00 and an application fee that is based on the estimated cost of the job.