



**DIVISION OF BUILDING & CODES**  
**24 EAGLE ST. CITY HALL - ROOM 303**  
**ALBANY, N.Y. 12207**  
**PHONE: (518) 434-5165**  
**FAX: (518) 434-6015**

# NO FAX PERMITS ARE ACCEPTED

## Application for Permit Heating - Air Conditioning - Sprinklers

*All work to be done as per Building Code and Zoning Law of the City of Albany*  
**Application must be filled out completely** – must be typed or legibly printed

Date \_\_\_\_\_

Estimated Cost \_\_\_\_\_ Permit # \_\_\_\_\_

Location \_\_\_\_\_ Cross St. \_\_\_\_\_

Owner \_\_\_\_\_

Owner's Address \_\_\_\_\_  
 (Include zip code) \_\_\_\_\_

Owner's Phone ( ) \_\_\_\_\_

Contractor \_\_\_\_\_

Contractor's Address \_\_\_\_\_  
 (Include zip code) \_\_\_\_\_

Contractor's Phone ( ) \_\_\_\_\_

Contractor's Signature \_\_\_\_\_ Date \_\_\_\_\_

### Insurance Information – Class A & B

Insurance Agent \_\_\_\_\_

Expiration Date \_\_\_\_\_

1. Permit Fee.....	Commercial \$100.00 _____	
	Residential \$50.00 _____	
<b>2. SURCHARGE FEE (if applicable - see bottom of page) .....</b>	<b>1% .....</b>	<b>_____</b>
3. Boiler or Furnace ( <b>circle one</b> ) BTU Input up to 500K .....	20.00 each .....	_____
4. Heating Plants above 500,00 BTU Input.....	\$10.00/100,000 BTU .....	_____
5. Above 500,00 BTU.....	.....	_____
6. Quantity _____ Space Heaters .....	\$5.00 each .....	_____
7. Quantity _____ Tons Air conditioning.....	\$5.00 / Ton .....	_____
8. Quantity _____ A/C Cooling Boxes (stores etc).....	\$5.00 / Box .....	_____
9. Other (Heat pumps) .....	\$5.00 each .....	_____
10. Sprinkler Heads 1 - 10 .....	\$5.00 per head .....	_____
11-100 .....	\$50.00+ \$2.00 per head over 10 .....	_____
101 & up .....	\$230.00+\$1.00 per head over 100 .....	_____
11. Quantity _____ Water heaters.....	\$20.00 each .....	_____
<b>TOTAL FEE.....</b>	.....	<b>_____</b>

**All permit applications, must have company check & self - addressed stamped envelope with it.**  
**NO inspections will be scheduled until all required materials are submitted to this department.**

**Please make checks payable to the "City of Albany"**

**ALL ELECTRICAL WORK SHALL BE DONE BY LICENSED ELECTRICAL CONTRACTOR**

**ALL PROJECTS SUBJECT TO ROUGH & FINAL INSPECTION – PLEASE CALL 434-5165**

**A 1% surcharge fee on all commercial work and all residential work of 3 units or more. The permit fees that are in place now will still be required. The 1% surcharge is on the total cost of your bid. . ALL INSPECTION REQUESTS SHALL BE 24 HOURS PRIOR TO INSPECTION AND PERMIT NUMBERS SHALL ACCOMPANY ALL INSPECTION REQUESTS OR INSPECTION WILL NOT BE SCHEDULED. INSPECTIONS WILL NOT BE ACCEPTED OR SCHEDULED BY VOICE MAIL OR E-MAIL**



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**Application for a Class "B" Heating / HVAC / Sprinkler License**

Date \_\_\_\_\_

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
 (Include zip code)

Phone: ( ) \_\_\_\_\_

Address of Work: \_\_\_\_\_

City in Which Plumbing License Held: \_\_\_\_\_

License Number: \_\_\_\_\_

**THIS APPLICATION HAS BEEN FILLED OUT IN MY OWN HANDWRITING AND I VERILY BELIEVE THAT THE INFORMATION THEREIN GIVEN IS TRUE. IF I SUCCESSFULLY PASS THE REQUIREMENTS FOR THE LICENSE I HAVE APPLIED FOR, I HEREBY AGREE TO FULLY COMPLY WITH THE LABOR LAW, INSURANCE REQUIREMENTS, GENERAL MUNICIPAL LAW AND ALL OTHER LAWS THAT APPLY TO HEATING, HVAC AND SPRINKLER WORK, BUILDING CODES AND ORDINANCES IN THE CITY OF ALBANY, NY AND WILL PROVIDE CERTIFICATES OF INSURANCE WITH THE \$400.00 PAYMENT FOR A CLASS "B" LICENSE AND OBTAIN THE NECESSARY PERMITS AND FEES.**

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Print name of Applicant**

State of New York )  
 County of )

On this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, before me personally came \_\_\_\_\_, to me known and known to me to be the person described in and executed the foregoing instrument, and \_\_\_\_\_ duly acknowledged to me that \_\_\_\_\_ executed same.

\_\_\_\_\_  
 Notary Public or Commissioner of Deeds

**A Separate Check in the amount of \$400.00  
 is needed for a "B" License.  
 Make checks payable to the "City of Albany"**

**- Permit Application on the Reverse -**