

Town of North Hempstead
Department of Building Safety, Inspection & Enforcement
210 Plandome Road, Manhasset, NY 11030-2326 • Tel. 516-869-6311 • Fax 516-869-7662
www.northhempsteadny.gov

ELECTRICAL EQUIPMENT PERMIT REQUIREMENTS & CHECKLIST

(To be utilized for emergency back-up power, electric car charging and similar electrical equipment)

ALL APPLICATIONS FOR AN ELECTRICAL EQUIPMENT PERMIT SHALL INCLUDE THE FOLLOWING:

Three (3) copies of the completed Application for Electrical Equipment with ownership statement notarized on 3 copies.

Contractor Insurance Forms*

- a. Liability Insurance naming the Town of North Hempstead as certificate holder.
- b. Worker's Compensation Insurance:
 - i. C-105.2 (private insurance), naming the Town of North Hempstead as certificate holder.
 - ii. U-26.3 (from the State Insurance Fund), naming the Town of North Hempstead as certificate holder. For DEMOLITION, this form must specifically name or identify the address of property covered for demolition.
 - iii. SI-12 (self-insurance) does not name a certificate holder.
 - iv. GSI-105.2 (certificate of participation in WC Group self insurance), naming the Town of North Hempstead as certificate holder.
- c. CE-200 (exemption from WC and Disability). Must be submitted for each separate job or location of work.
- d. Disability Insurance:
 - i. State of New York Workers Compensation Board form DB-120.1 (private Insurance).
 - ii. DB-155 (self insurance) does not name a certificate holder.

Two (2) sets of drawings/sketches indicating the installation of the Electrical Equipment.

Manufacturers specifications for the Electrical Equipment being installed.

Site plan of building/residence indicating the location of the Electrical Equipment being installed. Include dimensions to other structures, property lines, etc.

Electrical Equipment application fee is \$50 and is at the time of application submission.

Original Electrical Underwriter's Certificate will be required before final sign off.

*Item not required to be submitted at the time of filing. Forms and information shall be required prior to issuance of Building Permit.

Applicant shall provide complete information on all forms. Do not leave any item blank. Incomplete applications will not be accepted for filing. Form 8-15

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APPLICATION FOR ELECTRICAL EQUIPMENT INSTALLATION

(To be utilized for emergency back-up power, electric car charging and similar electrical equipment)

Application No. _____

Permit No. _____

Commercial [] Residential []

=====
Section: _____ **Block:** _____ **Lot(s):** _____ **Zoning District:** _____ **Date** _____

ADDRESS OF PERMIT ACTIVITY: _____

City: _____ **State:** NY **Zip:** _____

DESCRIPTION OF WORK: _____

PROPERTY OWNER'S CURRENT ADDRESS:

First Name: _____ **Last Name:** _____ **License #** _____

Business / Corp Name: _____

Current Home/Corp Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Cell # _____ **Bus / Home #** _____ **Fax #** _____

APPLICANT:

First Name: _____ **Last Name:** _____ **License #** _____

Business / Corp Name: _____

Current Home/Corp Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Cell # _____ **Bus / Home #** _____ **Fax #** _____

CONTRACTOR:

First Name: _____ **Last Name:** _____ **License #** _____

Business / Corp Name: _____

Current Home/Corp Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Cell # _____ **Bus / Home #** _____ **Fax #** _____

ELECTRICIAN:

First Name: _____ **Last Name:** _____ **License #** _____

Business / Corp Name: _____

Current Home/Corp Address: _____ **City:** _____ **State:** _____ **Zip:** _____

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OWNER'S AUTHORIZATION

I (we) hereby certify that:

1. I (we) agree to permit the Building Inspector and any officer or employee of the Town of North Hempstead to enter upon the premises in the discharge of their duties with this application.
2. Approved plans and a copy of the approved permit shall remain on the premises at all times until a Certificate of Completion is issued. These plans shall be made available to the Building Inspector upon request.
3. Building Inspector shall be given a minimum forty-eight (48) hours notice to make the required inspection and no work shall continue until such inspection has been completed and approved.
4. Owner or his/her representative shall be responsible to arrange for all required inspections.
5. Owner shall be responsible for the presence of the appropriate representative for the required inspection as directed by the Building Inspector.
6. Permit shall expire three (3) months from the date of issuance unless construction is in progress. No work is to be started until permit has been received and posted by the owner / applicant. Commencement of any work prior to the receipt and posting of the permit will result in the assessment of double fees penalties pursuant to §2-28 C of the Code of the Town of North Hempstead
7. Work shall be permitted between the hours of 7:30 AM and 6:00 PM, Monday through Friday only.
8. Occupancy or use of the premises without first obtaining Certificate of Completion / Approval is unlawful and may subject the owner of the premises to the penalties described in the Code of the Town of North Hempstead.

I _____ (Property Owner) deposes and says that he/she resides at _____ in the State of _____, that he/she is the owner in fee of all certain lots, parcel of land shown on the attached survey, Section _____ Block _____ Lot (s) _____ situated, lying and being within the unincorporated area of the Town of North Hempstead; that I/we have read and understand items one (1) through nine (8) as here in stated, recognize that he/she is responsible for all activities occurring on the property, and that failure to comply with any of the items, notwithstanding any other items defined in the Code of the Town of North Hempstead, may result in the temporary suspension or permanent revocation of the permits issued for construction on the premises in accordance with the Code of the Town of North Hempstead.

{Signature of Property Owner _____

{Sworn to me this ____ Day of _____, 20____

{Signature of Notary Public: _____

FOR OFFICIAL USE ONLY

Final Survey received _____	
Final Inspection Date _____	Inspector Signature _____