



Village of Camillus
 37 Main Street, Camillus, NY 13031
 Phone: (315) 672-3483, Fax: (315) 672-5323
 Email: codes@villageofcamillus-ny.gov

Mechanical Permit Application

All applicable sections of this application must be completed or the application will be returned.

OFFICE USE ONLY

Permit Number:	Date Received:
Approved By:	Date Approved:
Date Notified:	Permit Fee: \$
Denied By:	Date Denied:
Reason Denied:	

PROPERTY LOCATION & OWNER

PROPERTY ADDRESS		TAX MAP NO.	
PROPERTY OWNER		ADDRESS <input type="checkbox"/> Same as above	
CITY	STATE	ZIP	OWNER PHONE
		OWNER EMAIL	

APPLICANT Same as above

NAME		RELATIONSHIP TO OWNER	
ADDRESS		PHONE	
CITY	STATE	ZIP	EMAIL

PROJECT DETAILS

PROJECT TYPE <input type="checkbox"/> Residential <input type="checkbox"/> Commercial	ESTIMATED COST OF ALL WORK – MATERIALS AND LABOR \$
DESCRIPTION OF PROPOSED WORK	

EQUIPMENT AND MATERIALS TO BE UTILIZED – Include all mechanical equipment, appliances, vents, gas pipe, etc. (Use separate sheet if needed)

BRAND	MODEL	LISTED BY

CONTRACTOR

DESIGN PROFESSIONAL

COMPANY NAME		NAME	
ADDRESS		ADDRESS	
CONTACT NAME	PHONE	PROFESSION <input type="checkbox"/> RA <input type="checkbox"/> PE <input type="checkbox"/> Other	PHONE
EMAIL		EMAIL	

APPLICANT CERTIFICATION

I agree this permit is only for the work described, and does not grant permission for additional or related work that requires separate permits. I hereby certify that the proposed work is authorized by the owner, and that I am authorized by the owner to make this application as his/her authorized agent. I agree to conform to all applicable laws of the State of New York and the Village of Camillus. All information on this permit application is accurate to the best of my knowledge.

Inspections Required: I understand I am responsible to ensure that the required building inspections are performed by the appropriate inspector and have been approved prior to concealing any work.

Consent to Enter Property: By signing this application I agree to allow representatives of the Village access to the above referenced property at reasonable times to ascertain compliance with any resulting permit.

SIGN HERE

PRINT NAME

DATE

Mechanical Permit Application Procedure

Village of Camillus

37 Main Street, Camillus, NY 13031

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- A) Complete all applicable sections of the Mechanical Permit Application.
- B) Sign and date the bottom of the application.
- C) Submit the following required items with your completed application:
(Some may not be applicable to your project)
 - Copy of your property survey indicating the location, with dimensions and setbacks, of any exterior components
 - Building plans, drawings, when applicable
 - Copy of the installation specifications for any mechanical unit, appliance, chimney, vent, etc.
 - Contractor Insurance Certificates with the Village of Camillus as certificate holder:
 - General Contractor's Liability Insurance Certificate
 - General Contractor's Workman's Compensation Insurance Certificate or exemption
Please Note: ACORD forms, while acceptable proof of General Liability Insurance, are NOT acceptable as proof of NYS Worker's Compensation Insurance or Disability Benefits Insurance coverage!
 - General Contractor's Disability Insurance Certificate
- D) Electrical inspection application from one of the following approved agencies and inspectors:
 - CNY Electrical Inspection Services, (315) 633-0027: Larry Kinne
 - Upstate Electrical Inspection Agency, (315) 452-5304: Aaron Bellows
 - Common Wealth Electrical Inspection Services, (585) 624-2380: Brian Fenner
 - The Inspector, 1-800-487-0535: Tim Willsey, Stephen Glessing, Robert Mutton
 - Middle Department Inspection Agency, (518) 365-3134, Geneo Savoca, Martin Sawyer, Stephen Reynolds
 - New York Atlantic-Inland, (315) 532-0110: Richard Kersey, Kevin Crull
- E) Plumbing permit from Onondaga County Plumbing, (315) 435-6614
- F) Typical applications take 1-2 days to review.
- G) All applicable inspections listed on the Permit are mandatory. Please call ahead to schedule inspections.
- H) Length of validity. Permits shall be valid for up to one year from date of issue. An extension may be granted provided that good cause is shown and an extension application is submitted prior to the end of the first year. An extension request may require review by the Zoning Board of Appeals. If at the end of two years substantial work has not been done, the permit shall expire and shall be null and void.
- I) Call 811 Before You Dig! You must call for a location request at least two working days but not more than 10 working days before any excavation starts.