

INSTRUCTIONS FOR FILING A PLUMBING PERMIT

1. In order to file for a Plumbing Permit, the following items must be submitted at the time you are filing:

- ◆ A properly completed Permit Application.
- ◆ A copy of your Westchester County License.
- ◆ The proper filing fee - Permit fees are as follows:

New Work and Replacement of Fixtures including Boiler or
Furnace Replacement and HVAC*

1-4 Family Residence - \$100 + \$15 Per Thousand or Fraction

Multi-Family/Commercial - \$100 + \$25 Per Thousand or Fraction

*For HVAC: Contractor must submit property survey showing proposed
location of condenser units.

Installation or Replacement of Fuel Tank - \$75.00

Removal/Abandonment of Fuel Tank - \$100.00

Sewer Connection - \$100.00

Gas Test - Initial \$35/Additional Tests \$25/each

Review, Approve Application and Inspection of Backflow
Prevention Device Installation - \$100.00

Fees include inspections, Certificates and/or Letters of Closure.

2. Every item must be filled out on the Permit Application.
3. If you mail-in your Permit Application and it is incomplete, we will try to call you, but we will not process your application.
4. If you come into the office to fill out the application, you must know all names, addresses, telephone numbers, etc.

**FEES ARE DOUBLED FOR ALL WORK STARTED WITHOUT A PERMIT OR
LEGALIZATION OF WORK COMPLETED WITHOUT A PERMIT.**