

# Wood/ Pellet Stoves

Building Permit Application- the application must be completed and signed by the owner of the property, or the owner may designate an agent to act on his/her behalf authorizing the agent to obtain and be responsible for all matters pertaining to said permit, by signing a letter to that effect.

Owner of the property- must submit proof of ownership by a copy of the deed.

Stove details - Need to submit the size of the stove, manufacturers installation clearances from combustibles, exhaust pipe installation details, through the wall or roof. If you are installing a used stove and do not have the manufacturer's installation specifications you can usually download them on the manufacturer's web-site.

Workers' Compensation and Liability Insurance- Proof of insurance must be submitted from the contractor at the time of application. The Town of Lloyd is to be named certificate holder on the form. An exempt form can be submitted if there are no employees. A homeowner can get an exempt form at the Building Dept. Contractors with no employees can an exempt form on the website [www.web.state.ny.us](http://www.web.state.ny.us)

A carbon monoxide alarm must be installed on any level of a dwelling unit having a sleeping area and on any level where fuel-fired appliances and equipment, or attached garages are located.

# Chimney Fire Safety

A Fire Safety Message from the  
New York State Office of Fire Prevention and Control

## Chimney maintenance for wood burning appliances.

Chimneys are one of the most common locations of residential structure fires in New York State. The Chimney Safety Institute of America reports that creosote accumulation is the leading cause of chimney fires. A chimney that is dirty, blocked or is in disrepair can inhibit proper venting of smoke up the flue and can also cause a chimney fire. Nearly all residential fires originating in the chimney are preventable.

An annual chimney inspection by a qualified chimney sweep can prevent fire or carbon monoxide poisoning. To keep your home safe from chimney fires follow these guidelines.

**1 Maintenance** - Good maintenance is a very important step in preventing chimney fires!

- Have your chimney checked every year by a qualified chimney professional.
- Burn only well seasoned hardwoods:
- Install a chimney cap.
- Install a carbon monoxide detector.
- Have your chimney sweep ensure that your chimney has an appropriate liner.
- Following a violent storm, earthquake, flood or lightning strike, have your chimney inspected for damage - inside and out.

**2 Prevention** - Remember prevention is your best defense against fire.

If you have a wood or coal stove, be sure it is installed at least 36 inches away from the wall. Keep combustible materials well away from the stove and chimney connector. Place an approved stove board under the unit to protect the floor from heat and hot coals which might drop out.

**3 Be Prepared** - Know what to do in case of fire. If you suspect a chimney fire, evacuate your home and call 9-1-1



"Prevention Through Education"

New York State  
41 State Street

Office of Fire Prevention and Control  
Albany, New York 12231

Department of State  
(518) 474-6746



# Building Permit Application

## Town of Lloyd

12 Church St., Highland, NY 12528

845-691-2144 x112

Please supply **ALL** relevant data below. Please follow submission checklist to make sure you are submitting all required information. **Any missing information will result in a delay of the issuance of the permit.**

DATE OF APPLICATION: \_\_\_\_\_ BUILDING PERMIT # \_\_\_\_\_

JOB ADDRESS: \_\_\_\_\_

SECTION-BLOCK-LOT # \_\_\_\_\_ COST OF CONSTRUCTION: \_\_\_\_\_

Proposed Structure Size: \_\_\_\_\_ Setbacks to Property Lines: Front \_\_\_\_\_ Rear \_\_\_\_\_  
Left \_\_\_\_\_ Right \_\_\_\_\_

JOB DESCRIPTION: \_\_\_\_\_

OWNER OF PROPERTY: \_\_\_\_\_ TENANT: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Name, Number and email: \_\_\_\_\_

Contractor Name and Address: \_\_\_\_\_

Contact, Number and email: \_\_\_\_\_

The owner of the property covered by this application and the undersigned applicant agree to conform to all applicable laws of this jurisdiction, and NYSFP&BC, to adhere to the approved plans and specifications, and to permit the Code Enforcement Officer and Deputies to enter upon to inspect the property at all reasonable times.

Signature of Owner/Authorized Agent

Print Name of Owner/Authorized Agent

\_\_\_\_\_

\_\_\_\_\_

### TO BE COMPLETED BY THE BUILDING DEPARTMENT

REVIEWED BY: \_\_\_\_\_ DATE APPROVED: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

FEE: \$ \_\_\_\_\_ CHECK # \_\_\_\_\_

## MEMORANDUM OF UNDERSTANDING

Owner of record: \_\_\_\_\_

Address: \_\_\_\_\_

Tax Map SBL#: \_\_\_\_\_

Building Permit # for this application: \_\_\_\_\_

The owner of this property covered by this application and the undersigned applicant agree:

1. To conform to all applicable laws of this jurisdiction and the NYS Fire Protection and Building Code.
2. To adhere to plans and specifications affixed hereto.
3. To permit the Building Inspector of the Deputy Building Inspector to enter upon to inspect the property at all reasonable times.
4. I understand and agree that all work this is covered prior to inspection shall be required to be uncovered for inspection.
5. I have read and understand the instructions on the Building Permit application.
6. Prior to application for Certificate of Occupancy, I understand that I will have to submit a certified "As Built" drawing, stamped by a New York State Licensed Land Surveyor, Licensed Professional Engineer, or Registered Architect.
7. The "As Built" drawing shall show all structures on the lot and the distances to the lot lines, the elevations of the first floor of the principal or new structure, location and contours of any structures controlling stormwater run-off and the location of any catch-basins on the property. Waiver from this requirement is issued only at the discretion of the Building Department Director.
8. I understand and acknowledge that state and local laws prohibit "any type of occupancy" without a Certificate of Occupancy being issued by the Town. Substantial fines and penalties can be accrued.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date