

# **FIRE SUPPRESSION / FIRE SPRINKLER**

## **INSTRUCTIONS & PROCEDURES**

### **BUILDING DEPARTMENT**

#### **VILLAGE OF RYE BROOK**

938 KING STREET, RYE BROOK, NY 10573

(914) 939-0668

[www.ryebrook.org](http://www.ryebrook.org)

**DO NOT START CONSTRUCTION UNTIL A PERMIT HAS BEEN ISSUED BY THE BUILDING INSPECTOR.**  
**THE ADMINISTRATIVE FEE FOR WORK PROGRESSED OR COMPLETED WITHOUT A PERMIT IS**  
**12% OF THE TOTAL COST OF CONSTRUCTION WITH A MINIMUM FEE OF \$750.00 & A MAXIMUM OF \$6,000.00**

### **APPLICANT'S INITIAL SUBMISSION TO THE BUILDING DEPARTMENT MUST INCLUDE:**

1. A properly completed application with notarized signatures where indicated.
2. Application filing fee: Residential = **\$75.00** / Commercial = **\$250.00** (Application fees are non-refundable)
3. Full payment of the permit fee;  
Residential = **\$15.00 / \$1,000.00** of Construction Cost with a minimum fee of **\$100.00**.  
Commercial = **\$25.00 / \$1,000.00** of Construction Cost with a minimum fee of **\$275.00**.
4. One full size set and one scaled 11" x 17" copies of sealed design drawings prepared by a NY State Licensed Professional Engineer (**maximum allowable plan size = 36" x 42"**)
5. Your contractor's valid proof of liability insurance. (Village of Rye Brook must be listed as certificate holder)
6. Your contractor's valid proof of workers compensation insurance.  
(Form # C105.2 or Form # U26.3 / or NY State Workers Compensation Waiver)
7. If the Fire Sprinkler System is being installed by a Plumber, the Plumber must file for a separate Plumbing Permit and provide a copy of his Westchester County Master Plumber's License to the Building Department.
8. All RPZ or Back Flow Prevention devices associated with the installation of a Fire Sprinkler System must be approved by the Westchester County Department of Health.

It is the responsibility of the applicant, owner, installer or person in responsible charge to notify the Building Department (48 hour advance notice) to schedule any and all required inspections.

Prior to the Building Department conducting a final inspection of the system, the applicant must submit an approval affidavit from the Westchester County Department of Health, an Application for a Certificate of Compliance and pay the requisite fee.

**Please keep these instruction sheets throughout the duration of the job for reference.**

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**APPLICATION TO INSTALL FIRE SUPPRESSION / FIRE SPRINKLER SYSTEM**

**FOR OFFICE USE ONLY:**

Approval Date: \_\_\_\_\_ BP#: \_\_\_\_\_ MP#: \_\_\_\_\_ Application Fee: \$ \_\_\_\_\_  
Approval Signature: \_\_\_\_\_ Permit Fees: \$ \_\_\_\_\_  
Disapproved: \_\_\_\_\_ Other: \_\_\_\_\_

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Application dated: \_\_\_\_\_ is hereby made to the Building Inspector of the Village of Rye Brook NY for the issuance of a Permit to install or modify a Fire Suppression/Fire Sprinkler System as per detailed statement described below.

1. Job Address: \_\_\_\_\_
2. Parcel I.D.: \_\_\_\_\_ Zone: \_\_\_\_\_
3. Proposed Work (Describe system in detail including suppression agent): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Number & Types of Fire Sprinkler Heads: \_\_\_\_\_
5. N.Y State Construction Classification: \_\_\_\_\_ N.Y. State Use Classification: \_\_\_\_\_
6. Estimated Value of Job: \$ \_\_\_\_\_  
(Value shall include all labor, materials, fixed equipment, professional fees, and materials and labor which may be donated gratis.)
7. Property Owner: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone # \_\_\_\_\_ Cell # \_\_\_\_\_ email: \_\_\_\_\_  
Applicant: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone # \_\_\_\_\_ Cell # \_\_\_\_\_ email: \_\_\_\_\_  
Architect/Engineer: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone # \_\_\_\_\_ Cell # \_\_\_\_\_ email: \_\_\_\_\_  
Sprinkler Contractor: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone # \_\_\_\_\_ Cell # \_\_\_\_\_ email: \_\_\_\_\_

**This application must be properly completed in its entirety and must include the notarized signature(s) of the legal owner(s) of the subject property, and the applicant of record in the spaces provided. Any application not properly completed in its entirety and/or not properly signed shall be deemed null and void and will be returned to the applicant.  
Please note that application fees are non-refundable.**

STATE OF NEW YORK, COUNTY OF WESTCHESTER ) as:

\_\_\_\_\_, being duly sworn, deposes and states that he/she is the applicant above named,  
(print name of individual signing as the applicant)  
and further states that (s)he is the legal owner of the property to which this application pertains, or that (s)he is the  
\_\_\_\_\_ for the legal owner and is duly authorized to make and file this application.  
(indicate architect, contractor, agent, attorney, etc.)

That all statements contained herein are true to the best of his/her knowledge and belief, and that any work performed, or use conducted at the above captioned property will be in conformance with the details as set forth and contained in this application and in any accompanying approved plans and specifications, as well as in accordance with the New York State Uniform Fire Prevention & Building Code, the Code of the Village of Rye Brook and all other applicable laws, ordinances and regulations.

Sworn to before me this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Print Name of Property Owner

\_\_\_\_\_  
Notary Public

Sworn to before me this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_

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

\_\_\_\_\_  
Print Name of Applicant

\_\_\_\_\_  
Notary Public