

**Town of Poughkeepsie  
Wood & Pellet Stove/Heating Appliance  
Building Permit Application**

**Received:**

**Application #** \_\_\_\_\_

Property Address: Street: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Grid Number: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Owners Name: \_\_\_\_\_ Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_

Address: Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Installer Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

(A proper NY State Workers' Compensation Insurance Form must be on file or submitted for "Installer" named above)

Electrician : \_\_\_\_\_ Phone: \_\_\_\_\_

Address: Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Electrical Inspection Agency \_\_\_\_\_ (Attach Agency Application Form)

(Fill in electrician and inspection agency if a new receptacle is being installed for appliance)

Project Description: \_\_\_\_\_

*The Owner/Applicant agrees to conform to all applicable laws of this jurisdiction, adhere to the plans and specifications affixed hereto and permit Building Department personnel to perform required inspections.*

Applicant's Name: \_\_\_\_\_ (attach letter of agency)

Owner/Applicant Signature: \_\_\_\_\_ Date \_\_\_\_\_

Application fee:	75.00
Other fees: _____	= _____
Receipt # _____	Total Fee _____

Please provide and attach the following documents to this application (if applicable) :

- 1) The manufacturers' installation instructions for stove.
- 2) The manufacturers' installation instructions for venting system used.
- 3) Details about the hearth protection – 1) UL Listed or 2) show compliance formula for "R" Value
- 4) Floor plan showing location of unit in house. Also show the locations of any existing smoke detectors and carbon monoxide detectors currently in the house. Due to a change in the NYS Fire Code smoke/carbon monoxide detectors need to be installed (see attached). If unit is outdoors attach site plan showing location of unit and setbacks of unit to property lines and to house.
- 5) Is a new electrical receptacle being installed? \_\_\_\_\_ If yes, please list an electrician and electrical inspector above.
- 6) Are any structural framing changes being made? \_\_\_\_\_ If yes, please show detail on a plan which will need to be approved by a Building Inspector.

TYPICALLY INSTALLING TO MANUFACTURERS' INSTALLATION INSTRUCTIONS WILL COMPLY WITH CODE HOWEVER BUILDING CODES OF NYS CAN BE REFERENCED BY SEARCHING FOR "NYS CODES DIVISION"

## BUILDING DEPARTMENT

# Town of Poughkeepsie

ONE OVERROCKER ROAD

POUGHKEEPSIE, NY 12603

Phone: (845) 485-3655

Fax: (845) 486-7881

DATE: August 13, 2009

MEMO TO: Homeowner and Heating Contractors.

FROM: Leonard Splain, Fire Inspector

RE: Smoke Detector & Carbon Monoxide Detector Requirements

Due to changes in the Fire Code of New York State, most permits (ex. boiler, gas pipe, wood stoves, pellet stoves, furnaces, oil tanks, etc.) issued by the Fire Inspector or Building Inspector will now require the installation of additional smoke detectors and carbon monoxide detectors in existing single and two family homes. This office requires the successful placement and testing of these detectors at final inspection in order to obtain a certificate of compliance for the building permit. Location will be as follows;

***R313.1 Smoke alarms.*** Smoke alarms shall be installed in the following locations:

1. In each sleeping room.
2. Outside each separate sleeping area in the immediate vicinity of the bedrooms.
3. On each additional story of the dwelling, including basements but not including crawl spaces and uninhabitable attics.

[F] R313.1.2 Power source. Smoke alarms shall be permitted to be **battery operated**.... undergoing repair, alteration, change of occupancy, addition or relocation in accordance with Appendix J.  
(Building/Heating Permit)

***R313.4 Carbon monoxide alarms.*** Carbon monoxide alarms shall be installed in the following locations:

1. Within each dwelling unit on any story having a sleeping area.
2. On any story of a dwelling unit where fuel-fired appliances and equipment, solid-fuel burning appliances and equipment, fireplaces or attached garages are located.

R313.4.3 Power source. Carbon monoxide alarms shall be permitted to be **battery operated**... undergoing repair, alteration, change of occupancy, addition or relocation in accordance with Appendix J.  
(Building /Heating Permit.)

- ⚡ Follow installation instructions provided with the smoke detector or carbon monoxide detector for proper placement. Combination Smoke/Carbon Monoxide detectors are acceptable
- ⚡ Any questions please call 485-3659.