



**Building Permit & Certificate of
Occupancy Application for Wood
Burning Stove, Fireplace Insert or
Gas Fireplace
Residential only**

Application Date: _____ **Application #:** _____

Property Information: Section: _____ Block: _____ Lot: _____

Property Location (street address): _____

Stove Type: _____

Stove Manufacturer: _____

Status: ☐ New ☐ Existing

Location of stove or fireplace insert: _____

Applicant Information: Person or Company Doing Work: ☐ Owner ☐ Contractor ☐ Other: _____

Last Name: _____ First Name: _____ MI: _____

Company: _____

Westchester County license #: _____ Expires on: _____

Address: _____

Address: _____

Phone #: _____ Cell #: _____ E-mail: _____

Property Owner: ☐ Same as applicant

Last Name: _____ First Name: _____ MI: _____

Address: _____

Address: _____

Phone #: _____ Cell #: _____ E-mail: _____

REQUIREMENTS:

1. Stove or fireplace insert must be UL listed and installed per manufacturer's instructions including flue and chimney
2. Submit a copy of the manufacturer's installation instructions
3. Submit floor plan/drawing showing placement of the wood-burning stove, fireplace insert or gas fireplace
4. Submit documentation of Liability, Disability and Workers Compensation for company installing the fixture. If being installed by the homeowner, documentation of the homeowner's insurance
5. A final inspection by the building inspector and an electrical inspection certificate (if applicable) is necessary prior to issuing the certificate of occupancy

Application is hereby made for a permit to perform work herein specified & shown on the drawings accompanying this application. The proposed work outlined conforms to all provisions of the laws of the Village of Croton-on Hudson and laws and codes of the State of New York and the work will be performed in accordance with provisions of such laws and codes.

I, certify that the above information is accurate and I am the property owner or authorized by the owner to file this application on their behalf and that I will indemnify and hold the Village harmless against any damage or injury that may be caused by or arise out of any entry onto the property in connection with the processing of the application, during construction or performance of the work or within one year after the completion of the work. If applicant is not the owner, applicant certifies that he is authorized by the owner of subject premises to apply for the project described above.

Applicant's Name (please print) _____ **Applicant's Signature** _____ **Date** _____

FOR VILLAGE USE ONLY:

Fee \$ _____ Fee Paid (date): _____ Received by: _____

Approved by: _____ Title: _____ Date: _____

PERMIT#: _____