



TOWN OF OSSINING
Building Department
 101 ROUTE 9A, P.O. BOX 1166
 OSSINING, N. Y. 10562

PHONE: (914) 762-8419
 FAX: (914) 292-4656
www.townofossining.com
 email: bldgdept@townofossining.com

HVAC - MECHANICAL PERMIT APPLICATION

Estimated Cost of Project: _____ Fee Paid: _____ Date: _____

Property Owner Name & Address of Job Location: _____

Section _____ Block _____ Lot _____

The proposed work outlined in this application conforms to all provisions of the ordinances of the Town of Ossining, the laws of Westchester County and the State of New York. It is agreed that the work will be prosecuted in accordance with the provisions of such ordinances and laws.

Detailed Description of Work. (Attach Sketch, Installation Drawings, Specification Sheets and/or Plans): _____

Insurance Requirements (provide copies of the following):

- Certificate of Liability Insurance naming "Town of Ossining, 16 Croton Ave., Ossining, NY 10562" as the certificate holder and additionally insured. **The job location must be referenced on the certificate.**
- Certificate of Insurance for Workers' Compensation (Form 105.2) with "Town of Ossining, 16 Croton Ave., Ossining, NY 10562" as certificate holder.
- New York State Disability Form (DB-120.1) with "Town of Ossining, 16 Croton Ave., Ossining, NY 10562" as certificate holder.
- If there is not Workers' Compensation Policy, a waiver must be submitted by the Workers' Compensation Board.
- Westchester County License.

HVAC Contractor Information:

Company Name _____ Contact Name: _____
 Mailing Address: _____ Email: _____
 City _____ State _____ Zip: _____ Phone: _____
 License No. _____

Signature of Contractor: _____ Date: _____

Do not write in this space for office use only

Date: _____

Permit No: _____

Related Permit: _____

Building Inspector

Approved

Denied



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BUILDING DEPARTMENT

OSSINING OPERATIONS CENTER

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WWW.TOWNOF OSSINING.COM

NEW YORK STATE ENERGY CODE REQUIREMENTS FOR HVAC SYSTEMS

R403.3.1 Insulation (Prescriptive).

Supply and return ducts in attics shall be insulated to an R-value of not less than R-8 for ducts 3 inches (76 mm) in diameter and larger and not less than R-6 for ducts smaller than 3 inches (76 mm) in diameter. Supply and return ducts in other portions of the building shall be insulated to not less than R-6 for ducts 3 inches (76 mm) in diameter and not less than R-4.2 for ducts smaller than 3 inches (76 mm) in diameter.

Exception: Ducts or portions thereof located completely inside the building thermal envelope.

[NY]R403.3.2 Sealing (Mandatory).

Ducts, air handlers and filter boxes shall be sealed. Joints and seams shall comply with either the Mechanical Code of New York State or Residential Code of New York State, or the New York City Construction Code, as applicable.

Exceptions:

1. Air-impermeable spray foam products shall be permitted to be applied without additional joint seals.
2. For ducts having a static pressure classification of less than 2 inches of water column (500 Pa), additional closure systems shall not be required for continuously welded joints and seams, and locking-type joints and seams of other than the snap-lock and button-lock types.

R403.3.2.1 Sealed air handler.

Air handlers shall have a manufacturer's designation for an air leakage of not greater than 2 percent of the design airflow rate when tested in accordance with ASHRAE 193.

R403.3.3 Duct testing (Mandatory).

Ducts shall be pressure tested to determine air leakage by one of the following methods:

1. 1. Rough-in test: Total leakage shall be measured with a pressure differential of 0.1 inch w.g. (25 Pa) across the system, including the manufacturer's air handler enclosure if installed at the time of the test. Registers shall be taped or otherwise sealed during the test.
2. 2. Postconstruction test: Total leakage shall be measured with a pressure differential of 0.1 inch w.g. (25 Pa) across the entire system, including the manufacturer's air handler enclosure. Registers shall be taped or otherwise sealed during the test.

Exceptions:

1. 1. A duct air-leakage test shall not be required where the ducts and air handlers are located entirely within the building thermal envelope.
2. 2. A duct air-leakage test shall not be required for ducts serving heat or energy recovery ventilators that are not integrated with ducts serving heating or cooling systems.

A written report of the results of the test shall be signed by the party conducting the test and provided to the building official.

R403.3.4 Duct leakage (Prescriptive).

The total leakage of the ducts, where measured in accordance with Section R403.3.3, shall be as follows:

1. 1. Rough-in test: The total leakage shall be less than or equal to 4 cubic feet per minute (113.3 L/min) per 100 square feet (9.29 m²) of conditioned floor area where the air handler is installed at the time of the test. Where the air handler is not installed at the time of the test, the total leakage shall be less than or equal to 3 cubic feet per minute (85 L/min) per 100 square feet (9.29 m²) of conditioned floor area.
2. 2. Postconstruction test: Total leakage shall be less than or equal to 4 cubic feet per minute (113.3 L/min) per 100 square feet (9.29 m²) of conditioned floor area.