

Applying for a Fire Sprinkler Permit

You will need to apply for a mechanical permit at <https://epropertyportal.com> and drop off the following items to the building department. If these items are not included in your package when you drop it off, it **WILL NOT be accepted**:

1. 4 sets of plans (3 for the building dept. and one for the fire inspector). The plans **MUST** have the original signature and seal and the signature of the engineer **MUST** be signed across the seal or they **WILL NOT be accepted**.
2. 4 sets of calculations and specs for the heads from the engineer.
3. A copy of the cut sheets.
4. From the contractor: certificate of liability and workers comp, both showing us as additionally insured on them (Village of Hastings, 7 Maple Avenue, Hastings-on-Hudson, NY 10706).
5. A check made payable to: Village of Hastings.

The fee for the permit is 1.5% or \$15.00 per \$1,000 of the estimated cost of the job (minimum \$100) plus \$3.00 per sprinkler head. There is also a C of C (Certificate of Completion) fee of \$50.00 and an application fee that is based on the estimated cost of the job.