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 the 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% or $10.00 per $1,000 of the estimated cost of the project (minimum $50) plus $3.00 per sprinkler head. There is also a C of C (certificate of compliance) fee of $50.00. There is no application fee.