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 1.5% or $15.00 per $1,000 of the estimated cost of the project (minimum $100) 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.