Applying for an HVAC 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 the following items are not included in your package when you drop it off, it WILL NOT be accepted:

1. Three copies of a drawing or survey indicating where the condenser is going to be located on the property.
2. A copy of the cut sheets highlighting the model# and the SEER rating. If you do not highlight these items, the permit WILL NOT be processed. The SEER rating MUST be a minimum of 16.
3. If duct work is involved, you MUST submit manuals J, D & S. If it's a split unit (no duct work), you MUST submit manuals J & S. The permit WILL NOT be processed without these manuals.
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 2.0% or $20 per $1,000 of the estimated cost of the project (minimum fee is $250). There is also a C of C (certificate of compliance) fee of $50.00 and an application fee (that fee is based on the cost of the project).