

I. PERMITS

A. Obtaining

To obtain a permit for a gas appliance, the following information must be provided with the completed application. Application forms are available at the Technical Services Department or online at www.greecenycity.gov

1. Contractors As Applicants—Requirements

The contractor will provide Certificates of Workman's Compensation (Acceptable forms: C-105.2 or U-26.3) and Liability Insurance coverage, naming the Town of Greece as the certificate holder. For self-employed contractors, the CE-200 waiver of Workman's Compensation may be submitted.

2. Homeowners As Applicants—Requirements

A homeowner can install Furnaces and Water Heaters at their residence. However they will be required at the time of application to sign a notarized affidavit stating they will be doing the work themselves and have no other outside agency performing any of the work.

B. APPLICATION PROCESS

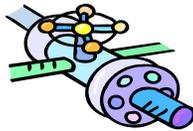
To obtain a permit for a gas fireplace or insert the following information will be needed at time of application:

1. Contractors insurances
2. Manufactures installation instructions showing accredited testing agencies label along with clearances to combustibles and approved venting methods.
3. Complete building permit application

II. REQUIRED INSPECTIONS

A. Appliance Inspections

Gas fireplaces may require several inspections during installation. The Technical Services Department will outline a list of the required inspections to the permit applicant at the time the permit is issued. If the inspections result in approval a Certificate of Compliance will be mailed to the property owner. Request inspections by calling 723-1923, the day before the desired inspection is to be performed.



The appliance installation manual including venting requirements, **must** be on site for the inspectors use at the time of inspection.

B. Electrical Inspections

The Town of Greece registers electrical inspection agencies to perform inspections of all electrical installations for gas appliances. Application forms for electrical inspections are available at the Technical Services counter. Address any questions regarding the electrical component of the installation, to the registered agency that you have chosen to inspect the work. The registered electrical inspection agencies numbers are listed below:

*Commonwealth Electrical Inspection (585) 624-2380

*New York Fire Underwriters (585) 436-4480

*Middle Department Inspection (585) 454-5191

III. LOCATING A CHIMNEY OR VENT

1. Masonry chimneys must terminate at least two (2) feet above any combustible material within ten (10) feet.
2. "B" vent must terminate in accordance with the manufacturer's instructions.
3. Sidewall vents must terminate in conformance with the manufacturer's installation instructions. The vent termination should be constructed in accordance with the manufacture's specifications.
4. All vents and chimneys are required to terminate a certain distance from openings such as windows, to prevent flue gases from entering the building. Minimum distance varies by the type and size of the appliance or vent, as specified in the manufacturer's installation instructions.
5. Sidewalk vents should be located so that the flue gases do not affect building masonry or foliage plantings.



Gas valve key ↗

Why do I need a permit?

A permit is the typical method used to determine whether a proposed construction or installation complies with zoning laws and building codes. The building permit review process and inspections are intended to secure the public protection from the hazards of fire and inadequate building construction, and to ensure that the requirements of the New York State Uniform Fire Prevention & Building Code have been satisfied.

Where do I go to get a building permit?

A property owner, or his agent (contractor), may apply for building permit at Technical Services located at the Greece town hall (1Vince Tofany Boulevard) or go online at www.greecenycity.gov



Who should apply for the building permit?

It is recommended that the applicant be the person or firm that is performing the work. The applicant has responsibilities to provide proof of required insurance, and compliance with Provisions of the New York State Uniform Fire Prevention & Building Code, Homeowners may apply for the permit even if the work is to be performed by others, but must be willing to accept a higher level of responsibility and liability for compliance with various laws, rules, and regulations.

What is the New' York State Uniform Fire Prevention & Building Code?

This code is the minimum construction standard set by State law, for all building project related activities performed within the State of New York.



IV. IMPORTANT INFORMATION

- R.G.&E. gas or electric emergency number - 1.800.743.1702.
- R.G.&E. electricity interruptions/emergencies - 1.800.743.1701

If you smell gas , take these additional precautions.

- Call 911
- Do not light a match or lighter.
- Do not turn on or turn off light switches.
- Do not use the telephone.
- Leave the area immediately and call R.G.&E. or 911 from a nearby location.
- Stay out of the house. Wait for an R.G.&E. representative or 911 and explain the situation.
- Carbon Monoxide - This gas results from incomplete combustion. It is a colorless, odorless poisonous gas that accumulates in the bloodstream, and frequently causes death. The early symptoms of carbon monoxide poisoning are:

- Headache
- Dizziness
- Faintness
- Drowsiness

TOWN OF GREECE
1 VINCE TOFANY BLVD.
GREECE, NEW YORK 14612



Town of Greece
Technical Services



RESIDENTIAL GAS FIREPLACES

The installation or replacement of gas fireplaces or gas inserts, including venting within a building requires a permit and inspections. Included are:

- Gas Fireplaces
- Gas Fireplace Inserts
- Gas Logs

All Gas Fireplaces & Inserts shall be installed in accordance with the manufactures installation instructions.

Smoke & Carbon Monoxide detectors are required to be installed in every dwelling as required by New York State Law.

TOWN OF GREECE
1 Vince Tofany
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(585) 723-2443