

I. PERMITS

A. For A New Installation

To obtain a permit you must provide the following information with the completed permit application form available at Technical Services or online at www.greeceny.gov

1. Tape Location Or Instrument Survey Map

Copies of this map are often included with the papers you received at closing or at the office of the mortgage holder. Frequently, a copy may be found at Technical Services. Please call ahead to request a document.

2. Make & Model Number Of Any Manufactured Appliance Or Chimney To Be Used

Manufactured appliances and chimneys must be listed as tested by a laboratory recognized by the State of New York. Proof of listing usually accompanies the installation documents and, in the case of appliances, you will find a tag affixed to the appliance itself.

3. Chimney Termination Location Information

You must be able to provide the distance between the proposed chimney and operable windows, roof, adjacent buildings, etc.. When making your application, you will need to discuss this with Technical Services Department personnel.

4. Contractors As Applicants (Requirements)

The contractor must provide a Certificate of Liability Insurance, which will be kept on file with the Town of Greece, A Certificate of Workman's Compensation Insurance will also be required if a contractor has Employee (Acceptable forms C-105.2 or U-26.3), the CE-200 waiver of Workman's Compensation may be submitted.



B. To Obtain A Permit For Existing Appliances & Chimneys

It is not always possible for the Town to issue a permit for preexisting solid fuel burning appliances or chimneys. The Town will perform a courtesy inspection to start the permitting and certification process. Often preexisting installations that were installed without permits and not inspected, do not conform to the building code, and must be removed.

II. INSPECTIONS

Inspections are required during construction. A final "on completion" inspection resulting in the issuance of a Certificate of Compliance, is required before you can use the equipment (request inspections by calling 723-1923).

A. Chimneys

1. **Masonry fireplaces** with a chimney serving it are inspected before footings are poured. Then upon installation of the first flue, and finally at completion before use.
2. **Masonry chimneys serving a manufactured appliance** (i.e. wood stoves) are inspected before footings are poured, then at placement of the first flue above a connector, and again upon completion before use.
3. **Factory built chimneys** are inspected after installation but before enclosure. A copy of applicable installation instructions must be maintained on the site for the inspector's use during this inspection. The chimney is also inspected upon completion.
4. **Chimney repairs/relining** - since chimney repairs vary depending on the degree of work needed, you should consult department personnel at the time of permit application to determine the appropriate inspection schedule.

B. Appliances

Masonry fireplaces are inspected at placement of the footers, the first flue above, the smoke chamber and upon completion before use.

Woodstoves or factory built fireplaces are inspected before enclosure at a time when required distances to combustible and hearth/wall protection construction is visible. Final inspection before use is also required. Manufacturer's installation instructions must be maintained on the site for inspector's use during the inspection.

Fireplace inserts are inspected after direct connector/liner is installed but before unit is placed in the fire box. Final inspection before use is required. Manufacturer's installation instructions must be maintained on the site for inspector's use during the inspection.

Solid fuel and combination furnaces are inspected during installation, before the chimney is enclosed, and upon completion before use. Manufacturer's installation instructions must be maintained on the site for inspector's use during the inspection.

Masonry fireplace repairs since chimney repairs vary depending on the degree of work needed, you should consult Technical Services personnel at the time of permit application to determine the appropriate inspection schedule

III. CERTIFICATE OF COMPLIANCE

A Certificate of Compliance will either be mailed to the property owner at a later date.

***Receipt of this certification allows you to start using the equipment. It is recommended that masonry installations be allowed to "cure" for thirty days before being used. Always follow manufactures specifications.**

IV. SOME COMMON MISTAKES TO AVOID

All chimneys shall extend at least two (2) feet higher than any portion of the roof construction within ten (10) feet of the chimney, but shall not be less than three (3) feet above the highest point where the chimney passes through the roof.

Hearths for woodstoves and manufactured fireplaces must be constructed of the proper materials in the required thicknesses. For specific requirements, contact the appliance manufacturer for recommendations.

Make sure the room in which the appliance is located is sufficient to provide required combustion air. Connectors between an appliance and a chimney must be secured with rivets or screws and have proper clearances to combustibles.

Hearth extensions must be sized in accordance with manufacturer's specifications or in the case of masonry fireplaces, the requirements of N.F.P.A. 211. Woodwork or other combustible materials shall not be placed within six (6) inches of a fireplace opening. Combustible material within twelve (12) inches of the fireplace opening shall not project more than one eighth 1/8 inch for each one (1) inch distance from such opening.

Connectors should be installed with the crimped end down so precipitate runs back into the appliance.

All appliances must be listed by, and bear the label of an accredited testing laboratory.

V. SOME HINTS ON SAFE WOOD BURNING

Regular (at least annual) cleaning of the appliance and flue is recommended. An inspection should be made of the entire assembly to assure that all components are in working order,

Ashes should be placed in a metal container with a tight fitting lid outside and away from combustible materials. Do not store ashes in a garage.

Combustible decorative materials such as draperies, and art work, should be kept at a safe distance from the unit and chimney

Store wood and kindling intended for the appliance a safe distance from the appliance.

Don't subject your masonry fireplace to a high heat fire until the masonry mass has had an opportunity to warm thoroughly.

Provide a non-combustible child proof barrier in front of every appliance to prevent contact burns.

On days in use, woodstoves should be permitted to run hot for approximately fifteen minutes. This practice removes small amounts of creosote.

If using chemical cleaners, follow the manufacturers instructions for frequency and amount of use- Most cleaners contain sulfur derivatives that when combined with moisture, form sulfurous or sulfuric acid. Overexposure to these compounds could reduce chimney life.



7. WHAT TO DO IN THE EVENT OF A FIRE

In the event of a fire involving your fireplace, chimney, or wood burning appliance:

CALL 911. Do not attempt to extinguish the fire. Notify the Fire Department.

ALERT other family members and meet outside your home at your prearranged meeting spot.

LEAVE A LIGHT ON OUTSIDE YOUR HOME so the Fire Department can quickly locate you.

DO NOT RE-ENTER YOUR HOME until after the Fire Department has determined that it is safe to do so,

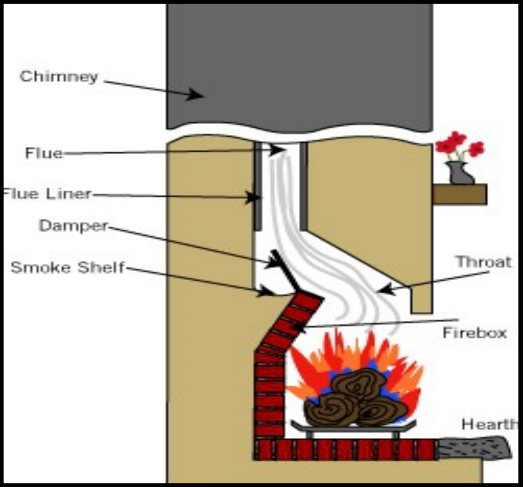
WARNING: A Certificate of Compliance issued by Technical Services is required by Section 1260, of the New York State Uniform Fire Prevention and Building code, before placing any solid fuel burning appliance or chimney into operation. An inspection by a Code Enforcement Official must be made before placing a solid fuel burning appliance or chimney into operation, after a fire.

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

**TOWN OF GREECE
1 VINCE TOFANY BOULEVARD
GREECE, NEW YORK 14612**



**Town of Greece
Technical Services**



SOLID FUEL BURNING APPLIANCES & CHIMNEYS

All solid fuel burning equipment and assemblies require a permit, including but not limited to:

- Woodstoves
- Pellet Stoves
- Coal Stoves
- Manufactured Fireplaces
- Combination Fuel Furnaces
- Masonry Fireplaces
- Chimneys—Masonry & Manufactured
- Chimney Repairs & Rebuilding

**Town of Greece
1 Vince Tofany Boulevard
Greece, New York 14612
(585) 723-2443**