



**TOWN OF RIVERHEAD**  
**Office of the Fire Marshal**  
201 Howell Avenue, Riverhead, NY 11901  
(631) 727-3200 Ext. 601  
Fax (631) 727-3370



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## **VENT HOODS & EXHAUST SYSTEMS**

- Application **MUST** include two sets of signed and sealed plans and material specifications. Plans to be in accordance with Mechanical Code of NYS - **Must be stamped and signed by a New York State Licensed Architect or Engineer**. Drawings must detail the physical and chemical properties and hazard characteristics of the material being conveyed; the specifications of the air moving device; the construction design and type of materials used in the duct work; support system and the type and location of fire dampers, fire detection and/or fire suppression equipment. A legend should be supplied on the shop drawings(s).
- All plans/drawings to include a statement indicating “This installation is in accordance with Mechanical Code of NYS except as specifically noted on the installation drawings.”
- One set of approved plan/drawings (red marked with changes if necessary) will be returned with the permit and must be kept at work site available for Fire Marshal during site inspection. Plans must include an electronic version (CD or via e-mail).
- **NO WORK IS TO BE STARTED** prior to receipt permit and approved shop drawings from Town Fire Marshal.
- Ducts shall lead directly to point of termination. Discharge termination shall be in accordance with the Mechanical Code of NYS Section 506.3.12.
- Duct clearance shall be in accordance with the Mechanical Code of NYS 506.3.6.
- Contact Town Fire Marshal with any questions or requests for deviations from above or deviations from NFPA 96. Refer to Technical Bulletin for further instructions.
- Contact Town Fire Marshal at least five business days in advance to schedule appointment for final inspection. Final inspection will include: review of installation to approved plans. Upon successful completion of final inspection, a Certificate of Compliance shall be issued to the applicant.

**SEE ATTACHED NEW YORK STATE REGULATIONS FOR ALL PERMITS**

Excerpt from NYS Regulation 1203 – Building Permit requirements

2) An application for a building permit shall request sufficient information to permit a determination that the intended work accords with the requirements of the Uniform Code and shall require submission of the following information and documentation:

- (i) a description of the proposed work;
  - (ii) the tax map number and the street address;
  - (iii) the occupancy classification of any affected building or structure;
  - (iv) where applicable, a statement of special inspections prepared in accordance with the provisions of the Uniform Code; and
  - (v) at least 2 sets of construction documents (drawings and / or specifications) that define the scope of the proposed work.
- (3) Construction documents shall not be accepted as part of an application for a building permit unless such documents:
- (a) are prepared by a New York State registered architect or licensed professional engineer where so required by the Education Law:
  - (b) indicate with sufficient clarity and detail the nature and extent of the work proposed:
  - (c) substantiate that the proposed work will comply with the Uniform Code and the State Energy Conservation Construction Code.
  - (d) Where applicable, include a site plan that shows any existing and proposed structures on the site, the location of any existing or proposed well or septic system, the location of the intended work, and the distances between the structures and the lot lines.
- (4) Applications for a building permit or for an amendment thereto shall be examined to ascertain whether the proposed construction is in substantial conformance with the requirements of the Uniform Code. Provisions shall be made for construction documents accepted as part of a permit application to be so marked in writing or by stamp. One set of accepted construction documents shall be retained by the government agency charged with or accountable for administration and enforcement of the code. One set shall be returned to the applicant to be kept at the work site so as to be available for use by the code enforcement official.
- (5) A building permit shall contain a statement directing that all work shall be performed in accordance with the construction documents submitted and accepted as part of the application. In addition, a permit shall include the directive that the government or agency responsible for enforcement of the code shall be notified immediately in the event of changes occurring during construction.

- (6) Building permits shall be issued with a specific expiration date. A local government or agency responsible for enforcement of the Uniform Code may provide that a permit shall become invalid unless the work authorized is commence within a specified period following issuance.
- (7) When a building permit has been issued in error because of incorrect, inaccurate or incomplete information, or the work for which the permit was issued violates the Uniform Code, such permit shall be revoked or suspended until such time as the permit holder demonstrates that all work completed and all work proposed shall be in compliance with applicable provisions of the code.
- (8) Building permits shall be required to be visibly displayed at the work site and to remain visible until the project has been completed.