

**Marisol Torrens**  
Code Enforcement Officer

**VILLAGE OF LIBERTY**  
**BUILDING DEPARTMENT**



**167 N. MAIN ST**  
**LIBERTY, NY 12754**  
**845-292-2250 ext.117**  
FAX: 845-295-9216  
E-MAIL: mtorrensvol@gmail.com

## Home Heating & Domestic Hot Water Equipment Application

Wood Stove, Home Heating or Hot Water Furnace (oil or LP) Hot Water Tanks, Pellet Stove, Outdoor Wood Boiler (OWB) or Fireplace.

Permit #: \_\_\_\_\_ SBL: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

Physical Address: \_\_\_\_\_ Email: \_\_\_\_\_

Applicants Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

Wood Stove  Home Heating  Hot Water Tank  Pellet Stove   
Hot Water Furnace Oil  or Hot Water Liquid Propane

If applicable, describe:

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Where the unit will be installed:  Inside the home  Outside the home

Contractor Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

Electrician Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

## Village of Liberty Building Permit Checklist

(Please READ and CHECK boxes prior to submission. We will not accept incomplete applications.)

1. I have read the instructions on page 2 of the permit application.
2. I have submitted a plot plan showing the lot and building on the premises.
3. I have submitted legible detailed plans as per the instructions on the permit.
4. I understand the work may not be started until a permit is issued.
5. I understand that all electrical work must be independently inspected.
6. I understand that not displaying the permit placard is a \$50.00 fine.
7. I understand that a Workman's Comp. exemption # or policy must be submitted.
8. I understand that construction debris must not be left outside during construction.
9. I understand that a minimum of 24 hours is required for inspections.
10. I understand that any change requires updating the permit.
11. I understand that it is illegal to occupy or use without a C/O.
- A fine of \$1,500 per day for occupying without a C/O
12. I understand that C/O must be issued prior to occupancy of use.
13. I understand that a 911 number must be installed at the property.
14. I have given a copy of this checklist to my contractor.

By signing below, I am stating that I have read and agree to the statements above and the dwelling, structure, fuel burning device, etc. will not be used or occupied until the issuance of a Certificate of Occupancy the building department.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*\*DON'T FORGET TO SUBMIT YOUR SITE PLAN. WE WILL NOT ACCEPT AN INCOMPLETE APPLICATION \*\*\***

Office Use Only:

- |   |                          |
|---|--------------------------|
| Owners Proxy (if applicable)            | <input type="checkbox"/> |
| Home Owners Association (if applicable) | <input type="checkbox"/> |
| Electrical Verification (if applicable) | <input type="checkbox"/> |
| Insurance                               | <input type="checkbox"/> |
| Plot plan/ Site Plan                    | <input type="checkbox"/> |
| Permit Fee's \$ _____                   | <input type="checkbox"/> |
| DPW Fee's \$ _____                      | <input type="checkbox"/> |

# Owners Proxy

\_\_\_\_\_ deposes and states that he/she resides at:  
(Owner)

\_\_\_\_\_  
(Location where work is being done)

And that he/she is the owner of the premises described in the attached application for a building permit application and further states that he/she has authorized \_\_\_\_\_ to make said application, secure any necessary permits and approvals, call for inspections, and request a certificate of occupancy upon satisfactory completion of the work described in said application.

Owner's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email Address: \_\_\_\_\_