



# BUILDING DEPARTMENT

CITY OF POUGHKEEPSIE

62 CIVIC CENTER PLAZA, 2<sup>ND</sup> FLOOR

POUGHKEEPSIE, NY 12601

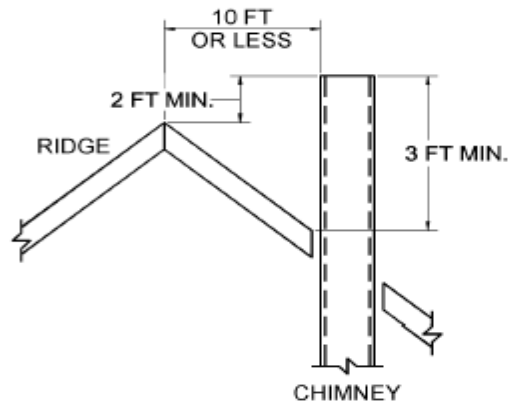
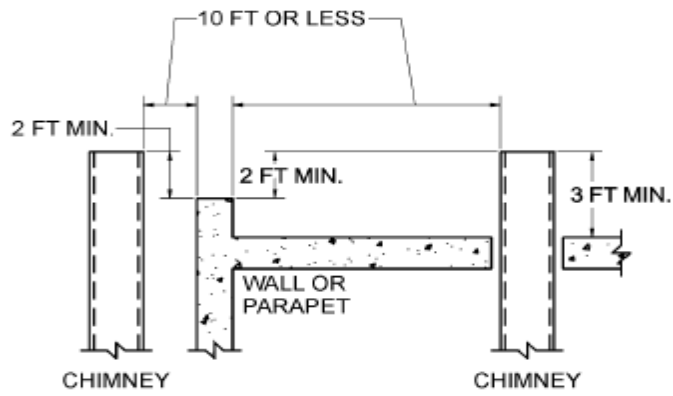
Phone: (845) 451-4007 Fax: (845) 451-4006

Eric Philipp  
Building Inspector

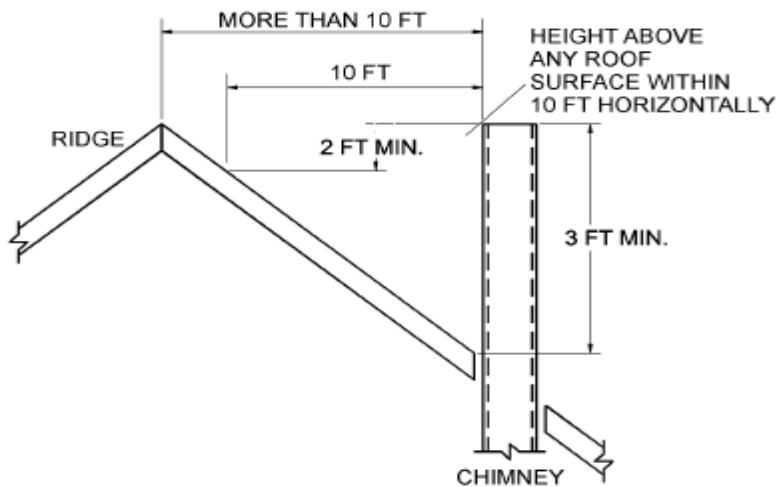
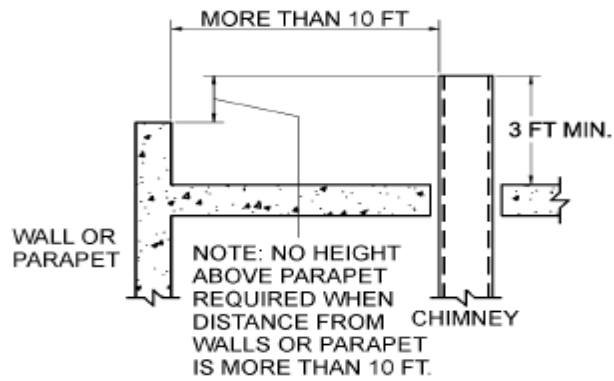
## Solid Fuel Burning Appliance Requirements

1. **PERMIT APPLICATION:** The building permit application must be completed and signed by the owner of the property or their authorized agent.
2. **PERMIT FEE:** \$75.00 Residential (\$50 filing fee plus \$25 solid fuel burning appliance) or \$150.00 Commercial (\$100 filing fee plus \$50 solid fuel burning appliance) Please make Payable to 'City of Poughkeepsie'
3. **PROOF OF INSURANCE: Certificate of Insurance for Workers Compensation** (Form 105.2) with the "City of Poughkeepsie, 62 Civic Center Plaza, Poughkeepsie, NY 12601 as certificate holder. If there is not a Workers Compensation Policy, a waiver must be submitted by the Workers Compensation Board.
4. **PERMIT ISSUANCE:** The issuance of a permit based upon plans specifications, data and other reports shall not prevent the City of Poughkeepsie from thereafter requiring correction of deficiencies. Any deficiencies found during field inspection, testing, or Building Department surveys must also be corrected.
5. **COMPLIANCE:** All work shall comply with all applicable codes and standards, including the NYS Fire Prevention and Building Code, NFPA 96 and the Code of the City of Poughkeepsie.
6. **SCHEDULE:** Please call the Building Department (845)451-4007 at least 48 hours in advance to schedule inspections or tests.
7. **INSPECTION:** The completed installation shall pass a visual inspection by a representative of the Building Department.
8. A PERMIT SHALL NOT BE ISSUED WITHOUT THE FOLLOWING SUBMITTED:
  - Manufacturers Installation Manual
  - Appliance Details
  - Manufacturer
  - Model
  - Serial Number
  - UL Number

**PLEASE SEE NEXT PAGE FOR PROPER CHIMNEY TERMINATION**



A. TERMINATION 10 FT OR LESS FROM RIDGE, WALL, OR PARAPET



B. TERMINATION MORE THAN 10 FT FROM RIDGE, WALL, OR PARAPET