



Incorporated Village

of Massapequa Park

VILLAGE HALL, 151 FRONT STREET, MASSAPEQUA PARK, NEW YORK 11762-2794

WEBSITE: www.masspk.com

BUILDING DEPARTMENT

INSTRUCTIONS FOR FILING A BUILDING PERMIT APPLICATION FOR AIR CONDITIONING (CENTRAL AND DUCTLESS)

APPLICATION MUST BE FILED IN DUPLICATE

FILING FEE: \$30.00

The following is required to file an Application for Central Air Conditioning/Ductless:

1. **Two (2) copies of the survey of the site indicating the location of the compressor and distance from the property line. Please Note that compressor must be located 5 ft. from all property lines**
2. **Ductwork diagram – 2 copies**
3. **Manufacturer's specifications of unit – 2 copies**
4. **Certificate of Worker's Compensation and Liability Insurance is required from the contractor. The Liability form must name the Village of Massapequa Park as the additional insured and provide the address for the home in which the building permit will be issued. All forms must be originals.**
5. **The building permit fee will be determined by the Building Inspector and a letter will be mailed indicating the amount of the building fee and the construction bond. The construction bond will be returned after final inspection and receipt of UL Certificate.**
6. **Copy of Contractors Nassau County Consumer Affairs License.**

NOTE: CONSTRUCTION DRAWINGS *MUST* MEET ALL 2020 NEW YORK STATE BUILDING CONSTRUCTION CODES.

*Please note a new survey will be required whenever construction indicates possible lot coverage or setback issue. The Building Inspector will have sole discretion as to what construction requires a new survey.



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BUILDING DEPARTMENT

**APPLICATION FOR BUILDING PERMIT
AIR CONDITIONING (CENTRAL AND DUCTLESS)**

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***MUST BE SUBMITTED IN DUPLICATE WITH DUPLICATE SET
OF PLANS, INCLUDING SURVEY AND SPECIFICATIONS***

Date: _____

Project Address: _____ Section: _____ Block: _____ Lot: _____

Name of Applicant: _____ Phone No: _____ Cell No: _____

Applicant Address: _____

Name of Property Owner: _____ Phone No: _____ Cell No: _____

Property Owner Address: _____

DESCRIPTION OF WORK: _____

COST OF CONSTRUCTION: _____ Dimensions of Lot (i.e. 75' x 100'): _____

DESCRIPTION OF EXISTING BUILDING (i.e. 1800 sq. ft., 3 bedroom, 2 bath, finished basement, 1 story commercial bldg.)

I, _____, state that I am the owner of the property known as _____ that all statements made in this application are true to the best of my knowledge and belief and that the full name and address of the contractor is as follows:

Contractor: _____ Address: _____

(If, Corporation, give name of President & Telephone No.)

Phone No.: _____ Cell No.: _____

Property Owners Signature

FOR OFFICE USE

Approved: _____

Building Permit Fee: _____

Rejected: _____

Building Inspector

Date: _____ Building Permit No. _____ Plumbing Permit No. _____

Construction Bond Receipt No: _____ Date: _____

Refund Bond to: _____



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