



**CITY OF WHITE PLAINS**  
**DEPARTMENT OF BUILDING**

7-11 South Broadway - Suite 100, White Plains, New York 10601  
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<http://www.ci.white-plains.ny.us/building/building.htm>

Print Form

**MECHANICAL PERMIT REQUIREMENTS:**

*All Mechanical Permit Applications will require a Manufacturer's Brochure of equipment and parts to be installed.. Applicant must also provide location of equipment placement. The Plan Examiners' reserve the right to call for any other additional information at time of filing.*

**Central Vacuum Systems:**

1. Complete and file Building Short Form ( Mechanical Permit Type) per General Filing Instructions.
2. Drawing showing all piping, location of outlet boxes and central unit location.
3. Manufacturer's Brochure of all equipment, etc.
4. Any electrical work necessary must be done by a Westchester County Licensed Electrician under a separate Electric Permit.

**Oil Tanks:**

1. Complete and file Building Short Form (Mechanical Permit Type) per General Filing Instructions.
2. Drawing showing all piping and location of oil tank. Indicate distance from structure , walls etc.
3. New tank installations will require Manufacturer's Brochure and backfilling instructions.
4. All discontinued tanks must be removed per Fire Code of New York State.
5. In case of a spill/contamination it will be DEC or the Westchester County Department of Health that will have jurisdiction.
6. The Contractor is required to provide written notification to the Building Dept. of the Spill number and related information.
7. All property must be restored back to the way it was prior to construction.
8. A Certificate of Compliance will be issued upon submission of all necessary documentation listed below:
  - a. A copy of the Tank test and test of soil samples.
  - b. Signed manifest and invoice from scrap metal company.
  - c. Analytical report on all soil or fill with invoice from company where procured.
  - d. If there is a Spill number, a copy of the Web page showing that the spill number is closed.
  - e. If there is a Westchester County Dept. of Health permit required, provide documentation showing County permit is closed.
9. Tank Testing will require a permit and inspection if tank is cut.
10. All tanks with a capacity of 275 to 330 gallons shall have legs with flanges.

**Chimney Re-Lining:**

1. Complete and file Building Short Form (Mechanical Permit Type) per General Filing Instructions.
2. Written Certification by a NYS licensed Design Professional is required for condemning existing chimney and provide Photographic certification of same.
3. Submit manufacturer's literature of the material composition and specifications for installation.
4. Submit signed & sealed drawing by a Licensed Design Professional showing the installation of the complete Chimney liner. Liner materials and Installation to comply with all NYS Codes and references.

**Battery Rooms:**

1. Complete and file Building Short Form (Mechanical Permit Type) per General Filing Instructions.
2. Complete and file Building Short Form (Electrical Permit Type) per General Filing Instructions.
3. Provide drawing(s) of battery system and all appurtenances which shall include Manufacturer's Brochures & Specs.
4. Existing Buildings with Fire Suppression- Suppression System in Battery Room must be Certified by a Design Professional for it's new use. Buildings without Fire Suppression -Appropriate Fire Suppression system shall be designed for the Battery Room by a Design Professional. All Battery Rooms shall have a Hydrogen type detector connected to the Fire Alarm System.