



# TOWN OF SMITHTOWN

## DEPARTMENT OF PUBLIC SAFETY FIRE PREVENTION DIVISION

65 Maple Avenue, Smithtown, New York 11787 (631) 360-7553



### PERMIT APPLICATION INSTRUCTIONS

Complete application only after reviewing the requirements for the specific permit you are applying for. Application submittal requirements and procedures are available from the Fire Prevention Division. Read through ALL instructions prior to submittal in order to minimize the potential for rejection based on an incomplete application package.

**ANY OMISSIONS IN THE APPLICATION FORM OR INCOMPLETE AND/OR MISSING REQUIRED DOCUMENTATION WILL BE CAUSE FOR REJECTION OF THE APPLICATION WITHOUT REVIEW BY THE FIRE PREVENTION DIVISION.**

**FIRE DETECTION/NOTIFICATION/ALARM** — With the Permit Application form, submit the following:

- Three (3) sets of drawings signed and sealed by an engineer/architect.
- One (1) electronic copy of the plans.
- Two (2) sets of cut sheets.
- Battery Calculations.
- Wire specs showing listing for intended use.
- Postage paid self-addressed mailer appropriately sized to return plans.
- Central Station documentation.+
- Fee(s) indicated payable to the TOWN OF SMITHTOWN.
- Proof of Worker's Compensation Insurance.
- Copy of valid NYS Fire Alarm Installer's License.

**CARBON MONOXIDE DETECTION/NOTIFICATION/ALARM** — Refer to the Town of Smithtown CARBON MONOXIDE SYSTEM PLANS SUBMITTAL/SYSTEM INSTALLATION PROCEDURE for documentation required with this application form.

**WATER BASED FIRE PROTECTION SYSTEM** (Sprinkler, Standpipe, hydrant, etc.) — With the Permit Application form, submit the following:

- Three (3) sets of drawings signed and sealed by an engineer or registered architect.
- One (1) electronic copy of the plans.
- Two (2) sets of cut sheets
- Hydraulic Calculations (If applicable)
- Elevation and reflected ceiling plans
- Postage paid self-addressed mailer appropriately sized to return the plans.
- Proof of Worker's Compensation Insurance
- Fee(s) indicated payable to the TOWN OF SMITHTOWN
- Copy of the installer's Suffolk County Plumbers License

**FIXED SUPPRESSION/HOOD & DUCT SYSTEMS** — With the Permit Application form, submit the following:

- Three (3) sets of drawings signed and sealed by an engineer/architect.
- One (1) electronic copy of the plans.
- Two (2) sets of cut sheets.
- Postage paid self-addressed mailer appropriately sized to return the plans.
- Fee(s) indicated payable to the TOWN OF SMITHTOWN.
- Proof of Worker's Compensation Insurance.
- Copy of the installer's Suffolk County Fire Extinguisher License

**LIQUIFIED PETROLEUM GAS** — With the Permit Application form, submit the following:

- Two (2) Copies of form 309LPA (Plot Plan for LPG)
- Completed form 309LPB (LPG Supply Line Installation Certification).
- Commercial Installations are to include appropriate cut sheets
- Provide manufacturer's Installation Instructions for fueled appliances
- Postage paid self-addressed mailer appropriately sized to return the plans.
- Fee(s) indicated payable to the TOWN OF SMITHTOWN.
- Proof of Worker's Compensation Insurance.
- Copy of the installer's Suffolk County Plumbers License

**FIREWORKS DISPLAY** — With the Permit Application form, submit the following:

- A site diagram showing device locations and distances
- Proof of FAA approval
- Proof of Technician fitness: medical and qualifications.
- Specific name, address and phone number of sponsor
- Evidence of General Liability Insurance (not less than \$3,000,000 for bodily injury or death to anyone and \$1,000,000 for injury to or destruction of property. The Town of Smithtown shall be named as insured.
- Postage paid self-addressed mailer appropriately sized to return the plans.
- Proof of Worker's Compensation Insurance
- Fee(s) indicated payable to the TOWN OF SMITHTOWN
- **SPECIAL NOTES FOR FIREWORKS DISPLAY PERMIT:**
- Reimbursement fees will be assessed for Fire Marshal(s) present during all aspects of the display.
- A Special Events Permit may be required to be obtained from the Town Clerk.
- Application must be made at least 30 days prior to the display date.
- Reimbursement fees will be assessed for Fire Marshal(s) present

**INSTALLATION OF COAL/WOOD-BURNING STOVE & FIREPLACE INSERT (NOT FIREPLACE)** – With the Permit Application form, submit the following:

- A copy of the stove manufacturer's installation instructions, if available. If unavailable, refer to the "Town of Smithtown Wood-or Coal Burning Safety and Installation Requirements".
- Two (2) copies of form DPS309WS (Diagram for Stove)
- Postage paid self-addressed mailer appropriately sized to return the plans.
- Fee(s) indicated payable to the TOWN of SMITHTOWN.

**Permits, once issued, shall at all times be kept on the premises designated thereon with a copy of approved drawings and all related documentation required to obtain said permit. Installations subject to final testing, inspection and approval. Arrangements for said testing/inspection shall be made by contacting the Department of Public Safety, Fire Prevention Division.**

+ Central Station - If your submittal is only for a central station update or change, you need only submit a completed application with the appropriate fee, the proposed date of the change, the reason for the change, the old central station name and a central station compliance letter.



Town of Smithtown  
 Department of Public Safety-Fire Prevention Division  
 65 Maple Avenue, Smithtown, NY 11787  
 Voice: 631-360-7553 Fax: 631-360-7677



**PERMIT APPLICATION**  
**ALL INFORMATION IS TO BE LEGIBLY PRINTED OR TYPED.**

All Sections and fields on this application are to be completed or it will be rejected-There will be no exceptions.

**Section 1: Application Type**

- Initial Submittal  Re-submittal

**Section 2: Nature of work (One permit type per application)**

<input type="radio"/> Fire Alarm/Carbon Monoxide Detection System Installation/Modification. (Includes change of central station monitoring and change of communication method).	\$375.00 Initial \$200.00 Re-submittal
<input type="radio"/> Fire Sprinkler System Installation/Modification. Includes sprinkler, standpipe, private hydrant, etc..	\$375.00 Initial \$200.00 Re-submittal
<input type="radio"/> Fixed Suppression System Installation/Modification	\$375.00 Initial \$200.00 Re-submittal
<input type="radio"/> Hood & Duct System Installation/Modification	\$375.00 Initial \$200.00 Re-submittal
<input type="radio"/> Installation/alteration/removal of liquified petroleum gas (requires forms 309LPA & 309LPB) <sup>1,2</sup>	1-500GWC: \$100.00 501-999GWC: \$250.00 1000+GWC: \$300.00
<input type="radio"/> Pyrotechnic Display (Per display) <sup>3</sup>	\$300.00
<input type="radio"/> Installation/alteration of a coal/wood burning stove or fireplace insert. (requires form 309WS)	\$60.00

**Section 3: Project Type (choose one)**

- New System  System Modification

**Section 4: Occupancy Type**

- Residential  Commercial  Non-Structural

**Section 5: Project Information**

Parcel Location:	Section:	Block:	Lot:	
Project Name:				
Project Address:				
Property Owner:			Property Owner Phone:	
Installer Name:				
Installer Full Address:				
Installer Phone:			Installer Email Address:	

**Section 6: Signature**

I hereby certify with my signature that I have read and examined this application and know the information contained in same to be true and correct. I am aware that providing false information or inaccurate information is a violation of Section 210-45 of the New York State Penal Law. I am aware that all provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not.

Installer Rep (Print name):	
Installer Signature:	
Date of Application:	

**NOTES:**

- 1-Commercial storage and/or dispensing for sale and/or transferring from one vessel to another of LPG shall require an annual operating permit.
- 2-Provide manufacturer's installation instructions for field appliances.
- 3-Application for pyrotechnic displays must be submitted at least thirty (30) days in advance of the event date. Additional code requirements apply.

**Section 7: (Office use Only)**

Permit is **APPROVED/GRANTED**. Permit No: \_\_\_\_\_ Date of Issue: \_\_\_\_\_ Expiration: \_\_\_\_\_

Application has been **DENIED** as a result of: \_\_\_\_\_

Fire Marshal: \_\_\_\_\_ Shield: \_\_\_\_\_ Fee: \$ \_\_\_\_\_ Doc/Ck# \_\_\_\_\_ Date Entry Complete: \_\_\_\_\_