



City of Middletown
Bureau of Fire Prevention

Theron C. Adkins, Fire Inspector
16 James Street
Middletown, NY 10940
Office: (845)346-4111
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Installation Permit Application

DO NOT FORGET TO SIGN LAST PAGE AND SUBMIT ALL REQUIRED DOCUMENTS – AVERAGE TURNAROUND FOR ACCEPTANCE IS 2 WEEKS

Business Name		Contact or Owner Name				
ADDRESS (Physical Address of Install)						
CITY				STATE	ZIP CODE	
TELEPHONE	WORK TELEPHONE		CELL PHONE			
EMAIL ADDRESS						
MAILING ADDRESS IF DIFFERENT FROM ABOVE						
ADDRESS		CITY		STATE	ZIP CODE	
DESCRIPTION OF PROPOSED WORK						
Contractor/Builder/Installation Company	COMPANY NAME		CONTACT NAME			
	ADDRESS		CITY		STATE	ZIP CODE
	BUSINESS TELEPHONE	CELL PHONE		OTHER		
	EMAIL ADDRESS					
	Fee, due with application: (\$50.00)					



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1. One hard copy (one additional set if required to be stamped and returned) and one electronic (PDF) copy of stamped plans must be submitted for review.
2. The submittals shall be supplied for all jobs. The submittals must be submitted in PDF form.
3. Proof of Insurance. Must be submitted in PDF form.
4. Preferred Construction Documents Size - Sheet "D" 24" X 36" (Fire Inspector may approve other sizes by request)
5. Sheets that are cut and pasted, taped, or that have been altered by any means (pen, pencil, marking pen, etc.) will not be accepted for plan check. Plans that are not legible may be rejected as unacceptable for plan review purposes.
6. All plans shall be stamped by a licensed Professional Engineer or a Registered Architect as required by the New York State Department of Education Law with current renewal dates and "wet" signatures.
7. If, due to the scope of the work proposed, the plans are not required to be stamped, the plans shall be drawn utilizing accepted engineering practices and procedures. All line work and lettering shall be clear and legible.
8. Plans shall be submitted by a company licensed by the State of New York as Per General Business Law Article 6D. Proof of a valid license is to be submitted with the application.
9. Accuracy of the submittal package, is the responsibility of the applicant. Failure to submit an accurate submittal package will be considered an incomplete application by the Plan Reviewer.
10. An incomplete submittal will result in a HOLD.
11. If work is found to have commenced without approved plans and/or a proper permit, this office reserves the right to shut down any/all portions of the entire project deemed necessary to inspect, investigate and confirm that work has been done.
12. When work for which a permit is required has been conducted without a permit or approval, a stop work is immediately posted and all permit fees immediately double upon application and plan review for an installation permit.
13. If any portion of the work performed is not clearly visible or readily accessible, you will be ordered to demolish, disassemble or remove any and all obstructions regardless of the cost incurred. Failure to comply will result in the suspension/revocation of any Building or other permits related to the site.
14. In addition, it is understood that the installation of systems shall be made only by persons properly trained and qualified to install the specific system being provided. The installer certifies to this authority that the installation is in complete agreement with the terms of the listing and manufacturer's instructions and/or approved design plan.

THE APPLICANT HERBY CERTIFIES THAT ALL THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF THEIR KNOWLEDGE AND WILL NOTIFY THE CITY OF MIDDLETOWN FIRE INSPECTOR OF ANY CHANGES TO THE INFORMATION ON THIS APPLICATION

APPLICANT SIGNATURE		APPLICANT NAME (PRINT)		DATE
PERMIT NUMBER	ISSUE DATE	EXPIRATION DATE	FEE PAID	Theron C. Adkins, Fire Inspector