



**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 this 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 with Department of State toxicity numbers
- Proof of Workers Compensation Insurance
- Copy of Valid NYS Fire Alarm Installer's License
- Central Station Compliance Letter
- Postage paid self-addressed mailer, appropriately sized, to return plans if not picking up in person
- Fee(s) indicated payable to the TOWN OF SMITHTOWN

CENTRAL STATION CHANGE ONLY — With this application form, submit the following:

- Proposed Date of Change, Reason for the Change, Name of Former Central Station Company
- Central Station Compliance Letter
- Fee(s) indicated payable to the TOWN OF SMITHTOWN

CARBON MONOXIDE DETECTION/NOTIFICATION/ALARM — With this application 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 with Department of State toxicity numbers
- Proof of Workers Compensation Insurance
- Copy of Valid NYS Fire Alarm Installer's License
- Central Station Compliance Letter
- Postage paid self-addressed mailer, appropriately sized, to return plans if not picking up in person
- Fee(s) indicated payable to the TOWN OF SMITHTOWN

EMERGENCY RESPONDER RADIO COVERAGE SYSTEM — With this application submit the following:

- Three (3) sets of drawings signed and sealed by an engineer/architect. (NOTE: Plans do not have to be stamped if the manufacturer of the system components designs the system).
- One (1) electronic copy of the plans
- An explanatory statement describing the system, components, etc. as well as the agencies and frequencies proposed to be utilized. Please ensure the appropriate fire, EMS and Police agencies are consulted prior to submission. One statement is required for each agency/frequency
- Details of system monitoring and standby power in compliance with section 510 of the Fire Code of New York State (2020).
- Two (2) sets of manufacturer's specification sheets on all proposed equipment
- Designers and Lead Installers qualification including a valid Federal Communications Commission (FCC) issued general radio operators license as well as certification of in-building system training, issued by an approved organization or school, or a certificate from the manufacturer(s) of the equipment to be installed
- Proof of Workers Compensation Insurance
- Postage paid self-addressed mailer, appropriately sized, to return plans if not picking up in person
- 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.



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WATER BASED FIRE PROTECTION SYSTEM (Sprinkler, Standpipe, etc.) — With this 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
- Completion of Wet Chemical System Acceptance Test Report
- Proof of Workers Compensation Insurance
- Copy of the installers Suffolk County Fire Extinguisher License
- Postage paid self-addressed mailer, appropriately sized, to return plans if not picking up in person
- Fee(s) indicated payable to the TOWN OF SMITHTOWN

LIQUIFIED PETROLEUM GAS — With this application form, submit the following:

- Two (2) copies of form 309LPA (Plot Plan for LPG Installation) obtained from the Fire Prevention Division
- Completed form DPS309LPB (LPG Supply Line Installation Certification) obtained from the Fire Prevention Division
- Commercial installations are to include appropriate cut sheets
- Proof of Workers Compensation Insurance
- Copy of Suffolk County Plumbers License (with DPS309LGB)
- Provide manufacturer's Installation Instructions for fueled appliances
- Postage paid self-addressed mailer, appropriately sized, to return plans if not picking up in person
- Fee(s) indicated payable to the TOWN OF SMITHTOWN

PYROTECHNICS/FIREWORKS DISPLAY — With this application form, submit the following:

- A site diagram showing device locations and distances
- Proof of FAA approval
- Device inventory list
- 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)
- Proof of Property owner approval (signed letter)
- Proof of Workers Compensation Insurance
- Postage paid self-addressed mailer, appropriately sized, to return plans if not picking up in person
- 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 from the Town Clerk
- Application must be made at least 30 days in advance of display

INSTALLATION/ALTERATION OF COAL/WOOD BURNING STOVE & FIREPLACE INSERT (*not fireplaces*) — With this application submit the following:

- Provide a copy of the stove manufacturer's installation instructions, if available. If unavailable, refer to the "Town of Smithtown Wood- or Coal-Burning Safety & Installation Requirements."
- Two (2) copies of form DPS309WS (Diagram for Stove Installation) obtained from the Fire Prevention Division
- Postage paid self-addressed mailer appropriately sized to return plans if not picking up in person
- Fee(s) indicated payable to the TOWN OF SMITHTOWN

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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) _{1,2}	1-500GWC: \$100.00 501-999GWC: \$250.00 1000+GWC: \$300.00
<input type="radio"/> Pyrotechnic Display (Per display) ₃	\$300.00
<input type="radio"/> Installation/alteration of a coal/wood burning stove or fireplace insert. (requires form 309WS)	\$60.00
<input type="radio"/> Installation/alteration of Emergency Responder Radio Coverage System (ERRCS)	\$375.00 Initial \$200.00 Re-submittal

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: _____