



DEPARTMENT OF BUILDINGS & REGULATORY COMPLIANCE

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PLUMBING PERMIT APPLICATION

This permit application is intended for applicants seeking a permit to do plumbing work. Please note that plumbing work may only be done by a plumber licensed to work in the City of Albany. If we can assist you in completing this form, do not hesitate to ask.

GENERAL INFORMATION

JOB SITE ADDRESS: _____

TOTAL COST OF WORK (INCLUDING COST OF MATERIALS): \$ _____ 1% OF TOTAL WORK COST: \$ _____

APPLICANT: _____ LICENSE No.: _____

ADDRESS: _____

EMAIL: _____ PHONE: _____

ALL PERMITS ARE EMAILED TO THE LICENSE HOLDER

OWNER: _____

ADDRESS: _____

EMAIL: _____ PHONE: _____

FEE CALCULATION

FLAT FEE (CHECK WHAT APPLIES):

COMMERCIAL OR RESIDENTIAL WITH THREE OR MORE UNITS ☐

RESIDENTIAL ☐

\$100 FEE WITH **1% SURCHARGE ON TOTAL COST OF WORK & MATERIALS**

\$50 FEE

FIXTURES FEE (INDICATE HOW MANY OF EACH FIXTURE YOU WILL BE INSTALLING):

TYPE	No.	TYPE	No.	TYPE	No.	TYPE	No.
WATER CLOSETS \$10 EACH		LAVATORIES \$10 EACH		BATH TUBS \$10 EACH		LAUNDRY HOOK-UPS \$10 EACH	
KITCHEN SINKS \$10 EACH		SHOWERS \$10 EACH		SERVICE SINKS \$10 EACH		DRINKING FOUNTAINS \$10 EACH	
WATER HEATERS \$20 EACH		URINALS \$10 EACH		DISHWASHERS \$10 EACH		GREASE INTERCEPTOR \$10 EACH	
PLEASE ADD THE FLAT FEE TO THE FIXTURES FEE AND APPLY THE SURCHARGE , IF APPLICABLE.				CHIMNEY LINERS \$20 EACH		OTHER (DESCRIBE): \$10 EACH	
TOTAL FEE: \$ _____				OTHER (DESC.): \$10 EACH		OTHER (DESCRIBE): \$10 EACH	

INSURANCE: HAVE YOU SUBMITTED PROOF OF THE NECESSARY INSURANCE TO BRC? YES ☐ NO ☐

WORKER'S COMPENSATION: HAVE YOU SUBMITTED PROOF OF WORKER'S COMP COVERAGE? YES ☐ NO ☐

STAFF USE ONLY

PERMIT No.: _____ APP. FEE: _____ REC'D BY: _____

DATE REC'D: _____ DATE ISSUED: _____ ASSIGNED TO: _____ SCANNED BY: _____

JOB SITE ADDRESS: _____

PROJECT DESCRIPTION (IF NEEDED, PLEASE PROVIDE A DESCRIPTION OF THE PROJECT): _____

DETAILED PLANS OR OTHER DOCUMENTS ARE ATTACHED (REQUIRED): YES ☐ NO ☐

Certification: I hereby certify that I have examined this application and know the information contained therein to be correct. I understand that the granting of a permit does not grant authority to violate or ignore any law, that this permit authorizes only the work described herein and will expire, unless otherwise noted, in one year from the date of issuance.

Applicant: _____ **Date:** _____

AFFIDAVIT FOR CLASS A PLUMBERS WITH NO EMPLOYEES

I HEREBY ATTEST THAT I AM MAKING THIS APPLICATION FOR PERMIT AND THAT I HAVE NO EMPLOYEES, NOR ANY PARTNERSHIP AGREEMENT WITH ANYONE.

SIGNATURE OF LICENSE HOLDER: _____

DATE: _____

Plumbing Permit Instructions

City of Albany Plumber's License. Permits for plumbing work will only be issued to plumbers licensed to do work in the City of Albany. Plumbers with licenses in municipalities who maintain reciprocity with the City of Albany may apply for a temporary Class B license using the Class B License Application form available in our office or on the City's website.

Stop Work Orders. Note that this permit, if authorized, applies only to the work described herein and that a stop work order may be issued if the work goes beyond what was applied for.

Fee Calculation. Commercial and residential properties of three or more units are subject to a \$100 fee. Residential properties are subject to a \$50 fee. An additional fee of \$10 for the installation of each of the following: water closets, lavatories, bath tubs, showers, kitchen sinks, laundry hook-ups, drinking fountains, service sinks, urinals, and dishwashing machines. An additional \$20 fee applies to the installation of each chimney liner and water heater. Finally, a 1% surcharge is applied to the total cost of the project for work done on commercial and residential properties of three or more units.

Inspections. All projects are subject to a rough and final inspections and no inspection may occur until a complete application has been submitted to the department. Please request inspections at least 24 hours in advance and no

inspection request will be accepted by voice or email.

Insurance. Either the owner of the contractor is required to have a liability policy naming the City of Albany as insured or co-insured covering the work described in the permit application. This liability policy must be, at minimum, in the following amounts:

- a) \$100,000.00 – Personal Injury – single incident
- b) \$300,000.00 – Personal Injury – cumulative
- c) \$ 50,000.00 – Property damage

Proof of Insurance. Before we may issue a plumbing permit, we must have proof of insurance. **A contractor may file** an Owner's and Contractor's Protective Liability Policy, naming the City of Albany as an additional insured, for the individual job, in the required amounts; or the contractor may file a blanket policy with the City, covering all work to be undertaken within the period of the policy.

Worker's Compensation. As per NY GML § 125, we cannot issue a permit without proof of worker's compensation insurance. From contractors, we will need one of the following: 1) WCB form C-105.2 or U-26.3, 2) WCB form SI-12 or GSI -105.2, 3) WCB form CE-200, and/or 4) WCB form DB 120.1 or 120.2 or the signed affidavit above.