



INCORPORATED VILLAGE OF PORT JEFFERSON

Bureau of Fire Prevention

88 North Country Road, Port Jefferson, NY 11777

Ph (631) 473-4744 Fax (631) 473-2049

www.portjeff.com

**FIRE ALARM AND SPRINKLER SYSTEM
PERMIT APPLICATION**

To avoid delay in the processing of your application, be sure all information is included with your application. Incomplete applications will not be accepted.

A complete application should consist of the following:

1. Two (2) copies of a completed application form.
2. Two (2) sets of plans.
3. Evidence of property ownership by current tax bill or deed.
4. Proof of insurance, worker's compensation and liability for all contractors.
5. Copy of Suffolk County License for all contractors.
6. Copy of Certificate of Occupancy for structure/dwelling.
7. Payment by check or money order \$200.00 or 0.5% of construction cost, whichever is greater. Fee is based upon a \$200.00 minimum.

Please call Port Jefferson Village at (631) 473-4744 to schedule a final inspection. Twenty-four hour notice is required. All work must be completed within ONE year.



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Choose One: ☐ FIRE ALARM ☐ SPRINKLER SYSTEM Date of Application: _____

Description of Application: _____ Fee: _____

Description of Installation: _____

Section: _____ Block: _____ Lot: _____ Construction Cost of System Materials & Labor: \$ _____

Property Owner of Premises Where Work is to be done:

Name: _____ Phone: _____

Business Where Work is to be done: Name: _____

Phone: _____ Address: _____

Contractor Information: Name: _____

Phone: _____ Address: _____

Applicant's Contact Information: Name: _____

Title: _____ Phone: _____ E-Mail: _____

The accuracy of the information plans, diagrams and other facts submitted in conjunction with this application are the responsibility of the applicant. Any false statement made herein is punishable as a misdemeanor, pursuant to Section 210.45 of the NYS Penal Law.

Applicant's Signature

Date

I understand that false statements made herein are punishable as a Class A misdemeanor pursuant to §210.45 of the New York State Penal Law. ☐ Read and acknowledged

DO NOT WRITE BELOW THIS LINE

Based upon the information, plans, diagrams and other facts submitted in conjunction with this application and/or conditions readily observed at the time(s) of inspection to indicate that the premises is substantially in compliance with the intent of the Fire Prevention Local Law of the Village of Port Jefferson, this application is hereby:

APPROVED: _____ DENIED: _____ Reason for denial: _____

Fire Marshal: _____ Date Issued: _____ Date Expires: _____

Additional Requirements On Permit

The permit associated with this application is issued and accepted on condition that the provisions of the Code of the Village of Port Jefferson, the New York State Uniform Fire Prevention and Building Code and any additional requirements of the Permit are complied with. Any violation of said Code may result in the immediate revocation of the Permit. No responsibility rests upon the Village of Port Jefferson, the Fire Marshal or the Fire District by reason of this Permit.