

BOROUGH OF ESSEX FELLS
HEATING & COOLING EQUIPMENT
FIRE & BURGLAR ALARM CHECKLIST

1. All contractors installing new heating equipment must present their Home Improvement Card.
2. If a backflow preventer is being installed, the permit form needs a plumbing seal for work up to and including the backflow preventer.
3. No Electrical seal is required for replacement of a heating unit.
4. If an Electrical or Plumbing contractor submits the application, a raised seal is always required.

Below is a list of the necessary subcode sections needed for each item of work:

New AC Unit: Building, Electric, & Plumbing (must be sealed for electric)

• **Replacement of AC Unit / Air Handler Only:** Electric & Plumbing (electrical seal or HVAC license required and need home improvement card)

• **Replacement of AC Condensing Unit:** Electric Only (electrical seal or HVAC license required and need home improvement card)

• **Furnace Replacement:** (no seal required - need home improvement card)

-*No change in fuel type, location, or duct work*- Fire & Electric (Chimney certification required at the time of the inspection)

-*No change in location but a change in fuel type*- Fire, Plumbing, & Electric (Chimney certification required at the time of the inspection)

-*Change in location:* Fire, Plumbing, Electric, & Building (Chimney certification required at the time of the inspection)

• **Replace Boiler:** No change in fuel type or location- Fire, Plumbing, & Electric (Chimney certification required at the time of the inspection)

• **Hot Water Heater:** Plumbing (Chimney certification required at the time of inspection)

• **Communications / Low Voltage:** If a licensed electrician is doing work, a seal is needed, otherwise no electric seal is required; however we need a copy of the Telecommunications Exemption Card.

• **Bonding Certification:** Needed on all public pools every 5 years. A licensed contractor is needed to do the certification and the contractor needs required test equipment.

• **Annual Pool Inspection:** Electric Only- no seal needed unless repairs are made

• **Steam Units:** Plumbing & Electric- needs seal

• **Gas Fireplace:** Plumbing, Fire & Building- Home Improvement Card

• **Wood Burning Fireplace:** Building & Fire- Home Improvement Card

• **Radon:** Building & Electric- Need Radon Registration & Home Improvement Card

• **Chimney Liner:** Fire, chimney liner diagram, & chimney certification form

• **Backflow Preventer:** Needs plumbing seal

• **Lawn Sprinkler / Irrigation Systems:** Needs plumbing seal for backflow preventer. If a new receptacle is being installed to plug in the sprinkler controller then an electric permit sealed by a licensed electrical contractor must also be included. Receptacles must be close enough to the sprinkler controller to reach without the use of an extension cord. If using an existing receptacle then note that on the application.

• **Fire & Burglar Alarms:** Need to supply a copy of the appropriate license

Fire Alarm: Fire & Electric subcode sections. Burglar Alarm: Electric subcode only

**AS OF AUGUST 20, 2007 A LOW VOLTAGE ALARM SYSTEM MAY NO LONGER BE THE ONLY
ALARM SYSTEM IN A BUILDING**

The low voltage system cannot be extended if the proposed work is an addition. You must install a complete 110V interconnected system in the new addition as per the requirements below.

- If the addition is at least 5% of the footprint of the house, all levels of the house must be hardwired. The new addition only has to be hardwired if there is a bedroom. If the new addition is not a bedroom, you are required to hardwire all levels of the existing house with a 110V interconnected system.
- If the addition is 25% of the footprint of the house, a complete 110V interconnected system in each new or existing bedroom plus all levels of the house must be installed

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HVAC License vs. Electrical License Guidelines

As of April 11, 2015 the following guidelines apply
for the installation of new and / or replacement of HVAC systems:

1. All new units require an electrical license, NOT HVAC license

If there is a proposed REPLACEMENT the following guidelines apply:

1. The unit must be less than 25 tons
2. Max 240 volt SINGLE PHASE
3. The contractor may only run wire from the existing disconnect to the
new/replacement unit
4. All low-voltage applicable wiring

If the proposed replacement does not comply with the above listed criteria, then a licensed
electrician must be used.