

***INCORPORATED VILLAGE OF ROCKVILLE CENTRE
BUILDING DEPARTMENT***

AIR CONDITIONING PERMITS

**COMMERCIAL A/C APPLICATIONS MUST BE
FILED DIRECTLY WITH THE COMMERCIAL
INSPECTOR. CALL
(516) 678-9247 TO MAKE AN APPOINTMENT.**

**RESIDENTIAL A/C APPLICATIONS MUST BE
FILED DIRECTLY WITH THE RESIDENTIAL
INSPECTOR BETWEEN THE HOURS OF
8 AM – 9:30 AM OR 11:30 AM – 12:45 PM.**

A Building Permit is required in Rockville Centre when you are installing central air conditioning in your home or business. Additionally, the unit is to be installed in accordance with ***Section 340-121.1***, copy attached.

After you have retained a company to install the central air conditioning, the items you will need in order for us to process this application are as follows:

REQUISITES FOR PERMIT

- Completed RVC Building Application form – obtained from Building Dept.
- Specifications including decibel level of outdoor compressors required.
- No plumbing affidavit – obtained from Building Dept.
- Copy of contractor's Nassau County Home Improvement License (residential only).
- Two (2) copies of an accurate and legible survey of your property detailing the location of the equipment.
- Electrical Inspection Agency application must be filed by a RVC licensed electrician and submitted with the application together with a current copy of workers' compensation and liability insurance for the electrician.
- Completed Electrical Inspection Certificate must be submitted upon completion of job.
- Proper workers' compensation & liability insurance for contractor - requirements at Building Dept.
- See fee schedule for permit fee.*

* Amount to be determined by Building Inspector based on the value of the job.

Last updated 6/2012

*Building Department Office Hours 8:00 a.m-4:30 p.m. (Mon.-Fri.)
Tel. No. 516 678-9247*