

City of Syracuse

Mechanical Code



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**MECHANICAL LICENSING ORDINANCE
OF THE CITY OF SYRACUSE**

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9-112 Title

This Ordinance shall be known as the Mechanical Licensing Ordinance of the City of Syracuse.

9-113 Purpose

The purpose of this Ordinance is to provide for the protection of life and property by insuring the proper installation of any and all Heating Systems, Ventilation Systems, Air Conditioning Systems, Refrigeration Systems, Fire Suppression Systems and Flammable and Combustible Liquid Piping and Tank Systems equipment in the City of Syracuse as provided herein. The provisions contained herein shall constitute the rules regulating a person or persons engaged in this type of mechanical work within the City of Syracuse.

9-114 Scope

The requirements of this Ordinance shall be applicable to the installation, erection, maintenance, alteration or repair of Heating Systems, Ventilation Systems, Air Conditioning Systems, Refrigeration Systems, Fire Suppression Systems or Flammable and Combustible Liquid Piping and Tank Systems, either permanent or temporary in nature, including equipment and materials, in the City of Syracuse. The installation, erection, maintenance, alteration or repair of the aforesaid systems shall supply adequate heat, cooling, fire suppression, or flammable and combustible liquid storage as required herein for the intended use of each space. Each system shall be maintained so as not to be a potential hazard to life and property. All power and control wiring, including, but not limited to, energy management systems, building management systems and control wiring shall be regulated by the Electrical Code of the City of Syracuse.

9-115 Definitions

9-115.1 “Air Conditioning System” shall mean an installation of air conditioning equipment, appurtenances, piping or duct work in connection with a system intended and/or designed to control temperature, humidity, air movement and cleaning of air in a confined space.

9-115.2 “Board” shall mean the Board of Mechanical Examiners appointed pursuant to Section 9-120 herein.

9-115.3 “Chemical Based Fire Suppression Mechanical License” shall mean a License which is issued to an individual who has proven his qualifications and ability, via examination, and has been authorized by the Board to possess this type of License. It shall entitle the holder thereof to engage in the business of, and to secure Permits for, the layout, installation, alteration, testing, maintenance, and repair of any Chemical Based Fire Suppression System.

9-115.4 “Chemical Based Fire Suppression System” shall mean systems and components thereof which utilize dry chemical, wet chemical, carbon dioxide, halon and other gaseous agents, and foam as the agent.

9-115.5 “Director” shall mean to the Director of the Division of Code Enforcement or his legally

designated representative.

9-115.6 “Division” shall mean the Division of Code Enforcement or such other city agency as may be charged with the administration and enforcement of this Ordinance.

9-115.7 “Emergency Repair” shall mean any repair which is commenced and necessitated by an equipment failure which occurs at a time when the Office for the Division is not open for the issuance for Permits.

9-115.8 “Equipment” for the purpose of calculating Permit fees, shall include but, not be limited to each item of mechanical equipment as specified and sized, if sized, on the Permit application.

9-115.9 “Fire Suppression System” shall mean an installation of equipment, appurtenances or piping installed for the purpose of suppressing or controlling unfriendly fires.

9-115.10 “Flammable and Combustible Liquid Mechanical License” shall mean a License, which is issued to an individual who has proven his qualifications and ability, via examination, and has been authorized by the Board to possess this type of License. It shall entitle the holder thereof to engage in the business of, and to secure Permits for, the installation, removal, alteration, maintenance and repair of any Flammable and Combustible Liquid Piping and Tank System.

9-115.11 “Flammable and Combustible Liquid Piping and Tank System” shall mean an installation of piping, tank equipment and appurtenances in connection with the storage, distribution, and dispensing of flammable and/or combustible liquids.

9-115.12 “Heating System” shall mean one or more furnaces, steam, hot water or any other liquid boiler, water heater, using coal, electricity, oil or gas as fuel, enclosed within casings, together with necessary appurtenances thereto; consisting of fuel systems with necessary controls, smoke pipe, warm air pipes and fittings, pre-fabricated flues or gas vents and fittings, cold air or re-circulating pipes, ducts, boxes and fittings, registers, borders, faces and grills, condensate pumps, liquid feed pumps, steam, hot water or other liquid piping, liquid and steam return piping, heat exchangers, radiators, convectors, unit heaters and necessary operating and safety controls used for space heating of buildings, integral to process heating systems, or being intended for heating buildings in which they may be installed. This does not apply to domestic hot water systems utilized as part of the potable water supply system.

9-115.13 “License” shall mean a written License duly issued by the Division pursuant to Section 9-121 and authorizing the individual named therein to carry on the business of mechanical contracting and perform the category or categories of Heating System, Ventilation System, Air Conditioning System, Refrigeration System, Fire Suppression System or Flammable and Combustible Liquid Piping and Tank System work specified therein.

9-115.14 “Limited HVAC Mechanical License” shall mean a License which is issued to an individual who has proven his qualifications and ability, via examination, and has been authorized by the Board to possess this type of License. It shall entitle the holder thereof to engage in the business of, and to secure Permits for, the installation, alteration, maintenance, and repair of any Heating System, Ventilation System, and Air Conditioning System in new or existing residential structures intended or designed for or used as one and two family and multiple dwellings, which include

permanent and transient occupancy, including but not limited to, apartments, hotels, motels, lodging houses, clubs, dormitories, fraternity and sorority houses, senior citizen housing, adult care facilities, and other medium sized commercial buildings which utilize a maximum of 30 ton AC units, boilers of up to a maximum of 2,000 MBH input, furnaces of up to a maximum of 500 MBH input, chillers, cooling towers, or evaporative coolers of up to a maximum of 100 tons. However, the maintenance and repair of larger sized equipment is permitted with this License.

9-115.15 “Limited Refrigeration Mechanical License” shall mean a License, which is issued to an individual who has proven his qualifications and ability, via examination, and has been authorized by the Board to possess this type of License. It shall entitle the holder thereof to engage in the business of, and to secure Permits for, the installation, alteration, maintenance and repair of any supermarket/retail food/beverage and small manufacturing process Refrigeration System and/or equipment.

9-115.16 “Master HVAC Mechanical License” shall mean a License which is issued to an individual who has proven his qualifications and ability, via examination, and has been authorized by the Board to possess this type of License. It shall entitle the holder thereof to engage in the business of, and to secure Permits for, the installation, alteration, maintenance, and repair of any Heating System, Ventilation System, Air Conditioning System and Flammable and Combustible Liquids Piping or Tank System.

9-115.17 “Master Refrigeration Mechanical License” shall mean a License, which is issued to an individual who has proven his qualifications and ability, via sufficient applicable education and/or experience, and examination, and has been authorized by the Board to possess this type of License. It shall entitle the holder thereof to engage in the business of, and to secure Permits for, the installation, alteration, maintenance and repair of any and all types of Refrigeration Systems.

9-115.18 “NICET” shall mean the National Institute for Certification in Engineering Technologies.

9-115.19 “Ordinance” shall mean the Mechanical Licensing Ordinance of the City of Syracuse.

9-115.20 “Permit” shall mean a written order issued by the Division to a person duly licensed hereunder, authorizing the erection, construction, installation, maintenance or alteration of any Heating System, Ventilation System, Air Conditioning System, Refrigeration System, Fire Suppression System and Flammable and Combustible Liquid Piping and Tank System.

9-115.21 “Refrigeration System” shall mean an installation of refrigeration equipment, appurtenances, piping or insulation in connection with a cooling system intended and/or designed to lower and maintain the temperature of products in a confined space below the ambient temperature.

9-115.22 “Residential HVAC Mechanical License” shall mean a License which is issued to an individual who has proven his qualifications and ability, via examination, and has been authorized by the Board to possess this type of License. It shall entitle the holder thereof to engage in the business of, and to secure Permits for, the installation, alteration, maintenance and repair of any Heating System, Ventilation System and Air Conditioning System in new or existing residential structures intended or designed for or used only as the home or residence of not more than two (2)

distinct families, and small commercial buildings of up to 2500 square feet utilizing air conditioning of up to a maximum of 5 tons, furnaces of up to a maximum of 200 MBH input, and boilers of up to a maximum 399 MBH input.

9-115.23 “Special HVAC Mechanical License” shall mean a License which is issued to an individual who has proven his qualifications and ability, via examination, and has been authorized by the Board to possess this type of License. It shall entitle the holder thereof to engage in the business of, and to secure Permits for, the installation, alteration, maintenance and repair of any commercial kitchen hood exhaust and make-up air systems, connecting ductwork, grease filter, fire and/or motorized dampers.

9-115.24 “Special Refrigeration Mechanical License” shall mean a License, which is issued to an individual who has proven his qualifications and ability, via examination, and has been authorized by the Board to possess this type of License. It shall entitle the holder thereof to engage in the business of, and to secure Permits for, the installation, alteration, maintenance and repair of any retail food/beverage and small process Refrigeration System.

9-115.25 “Ventilation System” shall mean mechanical system of equipment, appurtenances, piping or duct work for the purpose of changing air in a given area.

9-115.26 “Water Based Fire Suppression Mechanical License” shall mean a License, which is issued to an individual who has proven his qualifications and ability, via examination, and has been authorized by the Board to possess this type of License. It shall entitle the holder thereof to engage in the business of, and to secure Permits for, the layout, installation, alteration, testing, maintenance and repair of any Water Based Fire Suppression System.

9-115.27 “Water Based Fire Suppression System” shall mean an assembly of underground or overhead piping or conduits that convey water with or without other agents to dispersal openings or devices and shall include the following types of systems: fire sprinkler, standpipe and hose, fire pumps and fixed water spray.

9-116 Regulated Conduct

9-116.1 License Required

It shall be unlawful for any person, firm, corporation or partnership to engage in or perform Heating System, Ventilation System, Air Conditioning System, Refrigeration System, Fire Suppression System and/or Flammable and Combustible Liquid Piping and Tank System work within the City of Syracuse, other than such work specifically excluded pursuant to Section 9-121.2.D, unless such person on a full-time basis performs Heating System, Ventilation System, Air Conditioning System, Refrigeration System, Fire Suppression System and/or Flammable and Combustible Liquid Piping and Tank System work within the City of Syracuse and has a current License duly issued therefor pursuant to Sec. 9-121-2.A, or such firm, corporation or partnership employs full time employees of said firm, corporation or partnership and these full time employees have a current License duly issued therefor pursuant to Sec. 9-121-2.B.

9-116.2 Permit Required

It shall be unlawful to do or cause to be done, the installation, construction, alteration, or repair of any Heating System, Ventilation System, Air Conditioning System, Refrigeration System, Fire Suppression System and/or Flammable and Combustible Liquid Piping and Tank System work unless a Permit has been duly issued therefor, if required by Section 9-124 herein.

9-116.3 Compliance With Mechanical Licensing Ordinance Required

All Heating System, Ventilation System, Air Conditioning System, Refrigeration System, Fire Suppression System and Flammable and Combustible Liquid Piping and Tank System work shall be done in compliance with this Mechanical Licensing Ordinance.

9-116.4 Mechanical Systems Exempted from the Mechanical Licensing Ordinance

Nothing herein shall make the requirements of this Ordinance applicable to the following types of electrical heating appliances or systems:

- A. Self-contained, pre-fabricated baseboard or space and radiant heaters;
- B. Self-contained, pre-fabricated heating and/or combination heater and air-conditioner wall units; and
- C. Infra-red heating/lighting units.

9-117 New York State Uniform Fire Prevention and Building Code

The New York State Uniform Fire Prevention and Building Code's requirements and minimum standards pertaining to mechanical installations and maintenance, as hereinafter and from time to time amended, is hereby adopted and made part of the Mechanical Licensing Ordinance of the City of Syracuse.

9-118 Construction With Other Laws

Whenever a provision of this Ordinance is found to be inconsistent with any provision of any applicable statute, local law, ordinance, code or regulation, the provision or requirement which is the more restrictive or which establishes the higher standard shall prevail. A greater penalty shall not be considered as being more restrictive or establishing a higher standard.

In the event that any portion of this Ordinance or the application thereof to any person or circumstance is adjudged invalid by a court of competent jurisdiction, such judgment shall be limited in its operation to the part, provision, or application directly involved in the controversy in which such judgment shall have been rendered and shall not affect or impair the validity of the remainder of this Ordinance or the application thereof to other persons or circumstances.

9-119 Liability

This Ordinance shall not be construed to relieve or lessen the responsibility of any person owning, operating, controlling, installing, altering or repairing Heating Systems, Ventilation Systems, Air Conditioning Systems, Refrigeration Systems, Fire Suppression Systems and/or Flammable and Combustible Liquid Piping and Tank Systems for damages to person or property caused by defect therein, nor does the City of Syracuse hereby assume any liability or responsibility therefor by reason of inspections authorized herein or Permits, or Licenses issued as herein provided.

9-120 Board of Mechanical Examiners

9-120.1 Composition

A. There shall be established a Board of Mechanical Examiners to examine applicants for various mechanical Licenses as set forth and defined in this Ordinance and to perform such other duties as set forth under the provisions of this Ordinance. Such Board shall consist of eight (8) voting members as provided herein.

B. The voting members of the Board shall include: two (2) HVAC contractors; one (1) Refrigeration System contractor; one (1) mechanical contractor; one (1) mechanical engineer who is a licensed professional engineer in New York State and is not employed by a mechanical contracting company regulated by this Ordinance; one (1) individual who is a licensed fire protection engineer; one (1) Flammable and Combustible Liquid Piping and Tank System contractor; and one (1) Fire Suppression System contractor.

C. There will be three (3) non-voting members on the Board who will serve without compensation: the Chief of the Syracuse Fire Department or his designee, the Director of the Division of Code Enforcement or his designee, and the City Engineer or his designee.

D. The members of the Board shall elect a chairperson, who shall refrain from voting unless his vote is necessary to break a tie, and a secretary from the voting members of the Board to serve for a two (2) year term.

9-120.2 Quorum of the Board

Four (4) voting members of the Board shall constitute a quorum and the votes of a majority of all voting members present shall be necessary for any official action. In the event that the chairperson is not present at a meeting, an acting chairperson will be selected from among those members of the Board present at such meeting.

9-120.3 Appointment and Term

A. The voting members of the Board shall be appointed by the Mayor and shall serve for four (4) year terms, or until their successors are appointed, except that the Mayor may provide that four (4) of the members first appointed, hereunder, shall serve for a two (2) year term.

B. The designees of the Director of the Division of Code Enforcement, City Engineer, and the Chief of the Syracuse Fire Department may serve on the Board as long as they are employed in that position with the City of Syracuse.

9-120.4 Powers and Duties

The Board shall be responsible for the establishment and maintenance of a City licensing system for mechanical contractors. They shall establish the minimum qualifications for each mechanical License issued pursuant to this Ordinance, and they shall review and approve applicants for mechanical Licenses based upon the qualifications established herein, and they shall develop or adopt examinations, therefor. The Board shall be responsible for conducting hearings to investigate alleged deviations from this Ordinance's requirements. It shall conduct the hearings as detailed in Section 9-123.4.

9-120.5 Meetings

Meetings shall be called at the discretion of the Chairman, or at the written request of a Board member, provided that such written notice is delivered to the Chairman at least five (5) working days in advance of such special meeting. Such special meetings shall be held within ten (10) working days of receipt of said request. A quorum of the members must be present in order to open any meeting. All meetings of the Board must be open to the public as is required by Public Officers' Law, Article 7 (Open Meetings Law), unless an Executive Session is called in conformance with said laws.

9-120.6 Rules and Regulations

The Board shall establish and publish rules and regulations governing its administration of examinations.

9-121 Licenses

9-121.1 Categories

Licenses shall be issued in one or more of the following categories as defined in Section 9-115 above:

- A. Master HVAC Mechanical License
- B. Limited HVAC Mechanical License
- C. Residential HVAC Mechanical License
- D. Special HVAC Mechanical License
- E. Master Refrigeration Mechanical License
- F. Limited Refrigeration Mechanical License
- G. Special Refrigeration Mechanical License
- H. Water Based Fire Suppression Mechanical License
- I. Chemical Based Fire Suppression Mechanical License
- J. Flammable and Combustible Liquid Mechanical License

9-121.2 License Required

A. No person or persons shall engage in, or conduct the business of installing, altering, maintaining or repairing any Heating System, Ventilation System, Air Conditioning System, Refrigeration System, Fire Suppression System and/or Flammable and Combustible Liquid Piping and Tank System in the City of Syracuse unless licensed therefor, pursuant to this Ordinance, or unless working under the direct supervision of a person who is licensed pursuant to this Ordinance, or unless working under the general supervision of a supervisor or company officer who is licensed pursuant to this Ordinance and who carries the full responsibility of the mechanical work performed under his jurisdiction as his primary duty.

B. No proprietorship, partnership, firm or corporation which is engaged in, or is conducting the business of, installing, altering, maintaining or repairing any Heating System, Ventilation System, Air Conditioning System, Refrigeration System, Fire Suppression System and/or Flammable and Combustible Liquid Piping and Tank System in the City of Syracuse which requires a License by the terms of this Ordinance shall perform such work without at least one (1) person in his full time employ, duly licensed in accordance with the provisions of this Ordinance, and said License holder shall assume the responsibility for his own work and that of any unlicensed workers under his jurisdiction.

C. In the event of the death, disability for a period of thirty (30) days or termination of the License holder's employment, the proprietorship, partnership, firm or corporation, which employed said License holder, may only continue in business for sixty (60) days to complete existing Permit work without a License holder and to give the proprietorship, partnership, firm or corporation adequate time to obtain to obtain a qualified License holder.

D. A License shall not be required by provisions of this section for persons executing the following classes of work:

1. The connection or disconnection of portable plug-in appliances to permanently installed receptacles.
2. Manufacture, assembly or testing of Heating Systems, Ventilation Systems, Air Conditioning Systems, Refrigeration Systems, Fire Suppression Systems and/or Flammable and Combustible Liquid Piping and Tank Systems' machinery, apparatus, materials or equipment by an individual, proprietorship, partnership, firm or corporation engaged in manufacturing thereof as its principal business, but not including any permanent wiring other than that involved in testing or making electrical connections on such machinery, apparatus or equipment.
3. A public utility company engaged in the emergency servicing of heating equipment and the employees of such public utility company who are duly certified by their employer as qualified to provide emergency service to heating equipment so long as acting under the direction and for the benefit of said public utility company.

9-121.3 Who May Obtain a License

A. A License shall be granted to an applicant who has proven to the satisfaction of the Board that he is a competent mechanical contractor qualified to do Heating System, Ventilation System, Air Conditioning System, Refrigeration System, Fire Suppression System and/or Flammable and Combustible Liquid Piping and Tank System contracting, construction and installation work, and by passing the specific licensing examination therefor to show that he possesses a working knowledge of the natural laws and functions of said mechanical field and the appliances, apparatus and devices for Heating Systems, Ventilation Systems, Air Conditioning Systems, Refrigeration Systems, Fire Suppression Systems and/or Flammable and Combustible Liquid Piping and Tank Systems used and required in the scope of work for which he is making application, combined with a practical working knowledge of the City Ordinances, New York State Uniform Fire Prevention and Building Code, and generally accepted standards relating to Heating Systems, Ventilation Systems, Air Conditioning Systems, Refrigeration Systems, Fire Suppression Systems and/or Flammable and Combustible Liquid Piping and Tank Systems work.

B. No person shall be examined by the Board for any of the Licenses conferred by this Ordinance unless he shall possess the following level of experience:

1. Master HVAC Mechanical License - a minimum of ten (10) years experience directly related to the heating, ventilating and air conditioning (“HVAC”) industry, of which five (5) years shall have been working directly on the installation and maintenance of Heating Systems, Ventilation Systems and Air Conditioning Systems, and three (3) of those five (5) years shall have been on new construction of commercial and/or industrial installations.
2. Limited HVAC Mechanical License - a minimum of five (5) years experience directly related to the heating, ventilating and air conditioning (“HVAC”) industry, of which a minimum of three (3) years shall have been working directly on the installation and maintenance of Heating Systems, Ventilation Systems and Air Conditioning Systems.
3. Residential HVAC Mechanical License – a minimum of five (5) years experience directly related to the installation and maintenance of Heating Systems, Ventilation Systems and Air Conditioning Systems in new or existing residential structures intended or designed for or used only as the home or residence of not more than two (2) distinct families, and small commercial buildings of up to 2500 square feet utilizing air conditioning of up to a maximum of 5 tons, furnaces of up to a maximum of 200 MBH input, and boilers of up to a maximum 399 MBH input.
4. Special HVAC Mechanical License - a minimum of five (5) years experience directly related to the installation, alteration, maintenance and repair of any commercial kitchen hood exhaust and make-up air systems, connecting ductwork, grease filter, fire and/or motorized dampers.
5. Refrigeration Mechanical Licenses - a minimum of five (5) years experience directly related to the installation of Refrigeration Systems.
6. Fire Suppression Mechanical Licenses - a minimum of five (5) years experience

directly related to the layout, installation, alteration, maintenance and repair of Fire Suppression Systems.

7. Flammable and Combustible Liquid Mechanical License - a minimum of five (5) years experience directly related to the installation, alteration, maintenance and repair of Flammable and Combustible Liquid Piping and Tank Systems.

C. The Board may, in its discretion, adjust the requirements of this section in unusual cases where a person's training and experience shall, in the opinion of the Board, be the substantial equivalent of the foregoing requirements. For purposes of establishing and standardizing applicants' qualifications in each of the License categories, one (1) year of experience is defined as two thousand (2,000) hours.

1. For master mechanical License applicants, a total of not more than five (5) years of credit toward the ten (10) year minimum may be given for the following:

a. Satisfactory completion of a registered, four-year mechanic's training program - two (2) years of credit, or

b. Associate Degree from a two-year technical school in Mechanical Technology - two (2) years of credit.

c. Bachelor's Degree in Mechanical Engineering from accredited schools - three (3) years of credit.

d. Experience in mechanical design in a consulting engineering office at the rate of one (1) year of credit for every two (2) years of experience.

2. For limited mechanical License applicants, a total of not more than two (2) years of credit toward the five (5) year minimum may be given for the following:

a. Satisfactory completion a four (4) year Mechanical apprentice program, or

b. Associate Degree from a two-year technical school in Mechanical Technology.

c. Bachelor's Degree in Mechanical Engineering from accredited schools.

3. For Residential HVAC Mechanical License applicants, a total of not more than two (2) years of credit toward the five (5) year minimum may be given for the following:

a. Satisfactory completion a four (4) year Mechanical apprentice program, or

b. Associate Degree from a two-year technical school in Mechanical Technology.

- c. Bachelor's Degree in Mechanical Engineering from accredited schools.
4. For special mechanical License applicants, a total of not more than two (2) years of credit toward the five (5) years minimum may be given for the following:
- a. Satisfactory completion of a four - year Mechanical apprentice program - two (2) years of credit, or
 - b. Associate Degree from a two-year technical school in Mechanical Technology - two (2) years of credit.
 - c. Bachelor's Degree in Mechanical Engineering from accredited schools - two (2) years of credit.
5. For Water Based and Chemical Based Fire Suppression Mechanical License applicants, a total of not more than five (5) years of credit toward the five (5) year minimum may be given for the following:
- a. Satisfactory completion of a four-year Mechanical apprenticeship program - one (1) year of credit.
 - b. Bachelor's Degree in Engineering or Engineering Technology; or Associate degree in Engineering Technology or Fire Science/Fire Protection Technology from accredited schools - two (2) years of credit.
 - c. National Institute for Certification of Engineering Technologies (NICET) Level II Certification in the Field of Fire Protection Engineering Technology in subfield of Automatic Sprinkler System Layout - two (2) years of credit only for Water Based Fire Suppression Mechanical License applicants.
 - d. NICET Level III Certification in the field of Fire Protection Engineering Technology in subfield of Automatic Sprinkler System layout - five (5) years of credit only for Water Based Fire Suppression License applicants.
 - e. NICET Level II Certification in the field of Fire Protection Engineering Technology in subfield of Special Hazards Systems layout - two (2) years of credit only for Chemical Based Fire Suppression License applicants.
 - f. NICET Level III Certification in the field of Fire Protection Engineering Technology in subfield of Special Hazards Systems layout - five (5) years of credit only for Chemical Based Fire Suppression License applicants.

9-121.4 Application for License

A. An application for a mechanical License shall be made to the Board on forms provided by the Division and shall contain the following information:

1. The category of License being applied for.
 2. The name, residence, business name, and business address and telephone number of the applicant.
 3. A summary of the applicant's experience, indicating the beginning and ending dates of the employment, apprenticeship or education which qualifies the applicant to take the examination, and the names and addresses of such employers or schools. The Board may request whatever additional information it feels is essential to decide on an applicant's eligibility.
 4. A statement as to whether the applicant has previously applied for a mechanical License in any category and taken an examination.
 5. A statement as to whether the applicant has previously held a mechanical License in the City of Syracuse, and whether such License has ever been revoked or suspended.
 6. A statement as to whether the applicant has ever been convicted of a felony or misdemeanor and, if so, the precise nature of such conviction(s).
 7. A statement as to whether the applicant has any criminal charges pending against him and, if so, the precise nature of such charges.
 8. Such other information as may reasonably be required by the Division. Each applicant for a License shall be signed by the applicant under penalty of perjury.
- B. Each application shall be accompanied by a check or money order for the amount of the fee required by Section 9-125.
- C. Applications shall be submitted to the Division within the time period established by the Board.

9-121.5 Review of Applications

The Division shall hold all applications for mechanical Licenses until the end of the application period established by the Board. The Board shall then determine whether the respective applicants meet the qualifications prescribed herein for examination in the category in which the License is sought. If the applicant qualifies, the Division shall notify him of the time and place of the next examination. In the event that the Board finds the applicant not qualified to take the desired examination, it shall so notify him in writing and state the reasons for its findings and note any credit given for previous experience and education. In addition, in such cases, the application fee shall be returned to the applicant.

9-121.6 Issuance of Licenses

A License shall be issued by the Division to each applicant who has been approved by the Board and satisfied the requirements as stated in Section 9-122.3 or 9-122.4. The Board shall notify the Director in writing of the names and addresses of the successful candidates. The Licenses shall be dated and numbered and shall remain in effect for the duration of the calendar year in which they are issued unless suspended or revoked as provided herein.

9-121.7 Expiration and Renewal of Licenses

A. Each License shall expire on the December 31st following the date of its issue or renewal, and shall be renewed by the Director of Code Enforcement upon application of the holder of the License, the payment of the required fee at any time within thirty (30) days from the date of such expiration and the submission of proof of the necessary insurance. Failure to renew a License within the above-mentioned thirty (30) days, shall be considered abandonment of said License.

B. The applicant shall make application for renewal of his License on the form provided in the office of the Division of Code Enforcement at least thirty (30) days before the expiration of his existing License. The applicant shall specifically state for which type of License he is applying for renewal. The applicant shall pay a total License fee for renewal at the time application for renewal is made and shall satisfy the insurance requirements.

C. All Licenses are renewable for a twelve-month period. Any person holding a valid License will not be subject to a formal examination to obtain a renewal of his License. Licenses which have lapsed may be reinstated without the applicant taking a formal examination, provided application is made within thirty (30) days of its lapse, and upon payment of the required fees for a lapsed License. In the event of disability of the individual licensee, the time of renewal shall be extended to six (6) months after the date of expiration. Unless the Director of the Division of Code Enforcement is so notified in writing of the disability within the thirty (30) day period preceding the expiration date of a License, failure to renew a License within the thirty (30) days shall be considered abandonment of said License.

D. Persons whose Licenses have been cancelled may obtain a new License via examination in accordance with the procedures established herein after a period of not less than one (1) year from the date of cancellation.

E. The successful applicant shall obtain his renewal from the Director of Code Enforcement after the total renewal fees and insurance requirements have been met. The applicant, upon acceptance of the renewal, reiterates his agreement to the conditions of acceptance as outlined in Section 9-121.10.

F. Any City of Syracuse employee who holds any License issued pursuant to this Ordinance and who is prohibited from utilizing said License while so employed, shall, within thirty (30) days of separation from City employment, be permitted to renew his License, upon payment of the required fees, without regard to the amount of elapsed time from the last previously scheduled date for renewal.

9-121.8 Holder of License

Each License card and certificate issued in accordance with the provisions of this Ordinance shall specify the name of the person, who shall be known as the holder of the License.

9-121.9 Insurance Requirements

All holders of any City mechanical License, including all new applicants who have passed the examination for a mechanical License, shall file with the City at the time of renewal or issuance of their mechanical License a certificate of insurance demonstrating that the License holder, or his employer if the License holder is an employee, has the statutory Workers' Compensation and Employers' Liability Insurance in addition to Bodily Injury and Property Damage Liability coverage. The Certificate of Insurance shall show that the City of Syracuse is an additional insured for any event or occurrence relating to the License and/or any Permit issued by the City. The Board shall establish the minimum limits for the insurance coverage.

9-121.10 Responsibilities of Licensee

It shall be the responsibility of each holder of a mechanical License issued hereunder to:

- A. Perform or cause to be performed all mechanical work done by him or under his supervision in accordance with this Ordinance and other applicable laws, rules or regulations, and in accordance with the terms, plans and specifications of any Permit issued therefor.

- B. Maintain an active role in the day-to-day direct supervision of any workmen, journeymen or apprentices, if any, under his supervision.

- C. Have the License on his person at all times when performing mechanical work and present it upon request of an authorized representative of the Division.

- D. Obey any order duly issued under authority of this Ordinance.

- E. Not to sell, lend, rent, or in any manner transfer or assign his License, name and/or License number to any other individual; nor shall any individual make use of a License, name or License number, which is not actually his own. Every such License may after due notice and hearing to the holder thereof, be suspended or revoked by the Board for failure or refusal of the Licensee to comply with the City Ordinances and for other cause deemed sufficient by the Board, including the selling, lending, renting, transferring or assignment of any License, contrary to the provisions of this Ordinance.

- F. Maintain with the Division, at all times, an accurate registration of his home address, business employer, business address, and telephone number. A post office box is not an acceptable address.

G. Notify the Division within seven (7) calendar days in the event that he, the active License holder, leaves the employ of a proprietorship, partnership, firm or corporation or is incapacitated for a period of thirty (30) days so that he is unable to fulfill his supervisory responsibilities, as specified in Section 9-121.10.B above. In such event, the proprietorship, partnership, firm or corporation must, within sixty (60) days, employ another License holder and submit to the Division the information specified in Section 9-121.4 in order to continue in business. Furthermore, a License holder shall not be employed by or have outstanding Permits with more than one company engaged in the installation of mechanical systems at the same time.

H. Employ qualified workmen, apprentices, journeymen, to perform mechanical work done in the name of Licensee.

I. Provided minimum safety measures and equipment to protect workmen and the public, as prescribed by this Ordinance or other applicable rules or regulations.

J. Pay any fee or penalty assessed pursuant to this Ordinance by check drawn upon the License holder's business account or money order.

K. Provide the Division with copies of all inspections performed within the City.

9-122 Examinations

9-122.1 Standards

A. The Board shall set standards for examination of applicants for all mechanical Licenses set forth and defined in this Ordinance. Additionally, the Board shall develop, prepare, select and/or adopt examinations that are consistent with the purposes of this Ordinance and the welfare and safety of the public.

B. Examinations shall be designed to test the skills, technical knowledge and knowledge of pertinent laws and regulations, including this Ordinance. The exam shall be a written exam. The Board shall review the standards and examinations annually to keep them current with changes in applicable codes and technical standards.

9-122.2 When Held

A. Examinations shall be held semi-annually. A notice of the time and place of the examination shall be published twice in the official newspaper of the City; such publications shall occur at least seven (7) days apart, and the second notice shall be published at least seven (7) days prior to the date of qualification review. The Board may schedule additional examinations, provided notice of such examination is published as provided herein.

9-122.3 Conduct and Rating of Examinations

A. Written examinations may be physically prepared by the Board, or by a third party selected

by the Board after the Board has determined that the third party has the requisite professional skill and expertise to prepare written examinations that will satisfy the requirements of Section 9-122.1. Additionally, the Board may administer and grade the examinations or select a third party to administer and grade the examinations.

B. In the event that the Board selects a third party to prepare the written examination, administer the examination and/or grade the examination, the Board shall remain under this Ordinance as the examiner of all categories of mechanical License applicants whom take the written examination prepared by, administered by and/or graded by the third party. Additionally, any third party prepared, administered and/or graded written examination shall be considered to be the Board's examination for all purposes of this Ordinance.

C. The Board shall advise the Director of each candidate's score, and the Director, in turn, shall advise each candidate of the results of his examination. An appropriate License must be issued to each successful person within thirty (30) days after notification of the examination results, provided said individual has fulfilled the fee and insurance requirements.

D. Each candidate who did not achieve a passing score shall be advised that he may inspect his own examination paper within two weeks of the exam. All examination papers shall be kept in a secure place by the Director of the Division for at least three years. Any person feeling aggrieved by the conduct, rating, or content of an examination shall have a right to be heard by the Board.

E. Any person who has failed an examination a second time shall not be eligible for re-examination for the same License until at least twelve (12) months shall have expired. The Board shall provide an appeal procedure in its rules and regulations.

9-122.4 Certifications from a Third Party Certification Organization.

A. An appropriate License may be issued to each person who successfully achieves the certification levels required by this Ordinance, provided an original and notarized letter from the Third Party Certification Organization is presented to the Board and said individual has fulfilled the fee and insurance requirements.

B. For Water Based and Chemical Based Fire Suppression Mechanical Licenses, the following third party certifications from the National Institute for the Certification in Engineering Technologies (NICET) shall be accepted by the Board for the respective License:

1. Water Based Fire Suppression Mechanical License - NICET Level III Certification in Fire Protection Engineering Technology in subfield of Automatic Sprinkler System Layout.
2. Chemical Based Fire Suppression Mechanical License - NICET Level III Certification in Fire Protection Engineering Technology in subfield of Special Hazard Systems Layout.

9-123 Enforcement

9-123.1 Scope of Responsibility

Any person who has obtained a License, pursuant to this Ordinance, shall be responsible for the conduct of himself, his agents, servants, and employees.

9-123.2 Liability

Any person who is found guilty of violating any provision of this Ordinance shall be subject to the penalties described herein.

9-123.3 License Revocation and Other Disciplinary Action

No License holder shall have any License issued by the City pursuant to this Ordinance revoked or suspended or be subjected to any disciplinary action provided in this Ordinance except for misconduct shown after a hearing upon stated charges.

9-123.4 Disciplinary Procedure and Penalties

A. Procedure

A License holder against whom penalties are proposed shall have written notice thereof and the reasons therefor, shall be furnished a copy of the charges preferred against him and shall be allowed at least ten (10) days for answering the same in writing. Such written notice shall be mailed by Certified Mail to the last address of the License holder filed with the Division. A hearing upon such charges shall be held by the Board. The person against whom charges are preferred shall be entitled to be represented by counsel, to summon witnesses on his own behalf, and to cross examine those witnesses who testify against him. The burden of proving misconduct shall be upon the person alleging the same. Compliance with technical rules of evidence shall not be required.

B. Penalties

1. A License holder or non-license holder, who shall violate any of the provisions of this Ordinance shall be guilty of a misdemeanor and upon conviction thereof, by a court of competent jurisdiction, shall be punished by a fine not to exceed \$150 or by imprisonment for a period not to exceed one hundred fifty (150) days or both for each individual violation.

2. If the License holder is found guilty of charges pursuant to this Section, a penalty may be imposed by the Board. Such penalty may consist of suspension or revocation of any Licenses issued by the City pursuant to this Ordinance, or a civil penalty not to exceed \$500 for each individual violation, or both, provided, however, that no License may be suspended for a period exceeding ninety (90) days.

3. A non-license holder, who shall violate any of the provisions of this Ordinance shall be subject to a civil penalty not to exceed \$500 for each individual violation, to be collected by the Corporation Counsel by civil action or proceeding.

4. The penalties provided herein shall be cumulative and not exclusive and shall be in addition to any other remedies provided by law. Any and all penalties may be pursued concurrently or consecutively and the pursuit of any penalty shall not be construed as an election or the waiver of the right to pursue any and all of the others.

9-123.5 Review

Any License holder aggrieved by a decision of the Board pursuant to this Section may apply to the Supreme Court for relief by proceeding under Article 78 of the Civil Practice Law and Rules. Such proceeding shall be governed by the provisions of Article 78 of the Civil Practice Law and Rules, except that it must be instituted as therein provided within thirty (30) days after service of the Board's decision on the person alleged to be aggrieved.

9-124 Permits

9-124.1.A. When Required

No License holder shall commence or perform any Heating System, Ventilation System, Air Conditioning System, Refrigeration System, Fire Suppression System and/or Flammable and Combustible Liquid Piping and Tank System work within with City of Syracuse without first obtaining a separate Permit as provided herein for each building or installation in which said work is to be done.

9-124.1.B. When Not Required

A Permit shall not be required by a License holder for routine maintenance or service, testing, adjusting of alarm valves, switches and pumps, cleaning, recharging or the direct replacement of such items as, but not exclusively limited to, filters, associated fuses and breakers, lamps, relays, timers, controls, low voltage transformers, small pumps and motors (one (1) hp or less), smoke pipe or gas vents, sprinkler heads, the connection or disconnection of portable appliances to permanently installed receptacles, or where replacement is made of component devices of like and similar kind and changes are not made which affect the lives and safety of the public.

9-124.2 Who May Obtain Permit

No Permit required hereunder for Heating System, Ventilation System, Air Conditioning System, Refrigeration System, Fire Suppression System and/or Flammable and Combustible Liquid Piping and Tank Systems work shall be issued except to a person holding a current, active License duly issued pursuant to Section 9-121 of this Ordinance which is adequate to perform said work described in the application for such Permit.

9-124.3 Application for Permit

A. An application for a Heating System, Ventilation System, Air Conditioning System,

Refrigeration System, Fire Suppression System and/or Flammable and Combustible Liquid Piping and Tank System Permit shall be made on forms provided by the Director and shall contain the following information:

1. The full name, address and telephone number of the License holder.
2. The category, number and date of issuance of the applicant's Licenses.
3. A brief description of the nature of the proposed Heating System, Ventilation System, Air Conditioning System, Refrigeration System, Fire Suppression System and/or Flammable and Combustible Liquid Piping and Tank System work.
4. The business name, business address, business telephone number of the person, proprietorship, partnership, firm or corporation who will do the work.
5. The site or location of the proposed work, and the name, address, and signature of the owners or agents thereof.
6. A statement of the present and proposed use and occupancy of the premises where the Heating System, Ventilation System, Air Conditioning System, Refrigeration System, Fire Suppression System and/or Flammable and Combustible Liquid Piping and Tank System work is to be done.
7. The signature of the License holder.

B. Each application for a Heating System, Ventilation System, Air Conditioning System, Refrigeration System, Fire Suppression System and/or Flammable and Combustible Liquid Piping and Tank System Permit shall be accompanied by triplicate copies of plans and specifications including all relevant details of the existing system and the proposed installation or the alteration. The aforementioned relevant details should include the following:

1. The name, signature and address of the person or firm responsible for preparation of such drawings and specifications. The seal of the engineer(s) or architect(s) responsible for the preparation of such drawings and specifications shall be stamped on each drawing and signature affixed thereto in accordance with Article 145 or 147 of the Education Law of the State of New York.
2. Amendments, if any, to the application or to the plans and specifications accompanying the same shall be filed with the Division and approval therefor obtained prior to the commencement of any change in the work.

C. Each application shall be accompanied by the applicable fee as provided in Section 9-125. When an application includes, as required herein, detailed plans and specifications, and in the event such application is not approved, or the Permit is not issued for any reason the applicant shall be entitled to a refund of 50% of the fee paid or any amount in excess of \$25.00, whichever is higher, provided no work has been commenced. If work has been started, no part of the fee shall be

refunded.

9-124.4 Issuance or Denial of Permit

A. All applications for Permits shall be dated, numbered and taken up in the order received. The Director shall examine or cause to be examined, within ten (10) working days of submittal, all applications for Permits and the plans, specifications and documents filed therewith. Nothing herein shall require the Director to approve or disapprove the application within such period if necessary reviews by other agencies or departments have not been completed.

B. If the Director determines that the application and the work described therein conform to all the requirements of the applicable laws, codes and regulations, and upon receipt of the legal fees therefor, the Director shall approve the application and issue a Heating System, Ventilation System, Air Conditioning System, Refrigeration System, Fire Suppression System and/or Flammable and Combustible Liquid Piping and Tank System Permit to the applicant upon the form prescribed and shall affix the date and his signature or cause his signature to be affixed thereto. The Director in his discretion may attach such conditions to this approval of the application and issuance of the Permit as may be required to assure compliance with this Ordinance and other applicable laws or regulations. Where the work to be done includes the installations of pre-fabricated or pre-engineered equipment or appliances, the Permit shall be issued subject to the conditions that such installation shall conform to the manufacturer's specifications.

C. Upon approval of the application, each set of plans and specifications shall be endorsed with the date and the work "Approved". One set of such approved plans and specifications shall be retained in the files of the Department; one set shall be kept by the applicant at the building site open to inspection by the Director or his authorized representative at all reasonable times.

D. If the application, together with the plans, specifications and other documents filed therewith, describe proposed work which does not conform to all of the requirements of the applicable laws, codes and regulations, the Director shall disapprove the same and shall return the plans and specifications to the applicant. Upon the request of the applicant, the Director shall cause such refusal, together with the reasons therefor, to be transmitted to the applicant in writing.

E. An application which has been disapproved may be resubmitted with such modifications and support data as the applicant believes will overcome the objections to its approval, and the Director in his discretion may waive the payment of additional fees therefore if such application is resubmitted within one hundred eighty (180) days of the return to the applicant of the original plans.

F. The issuance of a Permit or the approval of drawings and specifications shall not be construed to be a Permit for, nor an approval of, any violation of or deviation from the provisions of this Mechanical Licensing Ordinance, the New York State Uniform Fire Prevention and Building Code, or any other ordinance, law, rule or regulation. A Permit issued shall be invalid if, in the work completed, a violation of this Mechanical Licensing Ordinance, or deviation therefrom, ensued. When such violation occurs, the Permit shall be deemed to be cancelled and the installation shall be made to conform with the provisions of this Ordinance or shall be removed.

G. The issuance of a Permit, based upon drawings and specifications, shall not prevent the Division from thereafter requiring the correction of errors in said drawings and specifications or from stopping unlawful installations being carried on thereunder.

H. Where a Permit is issued and such Permit is found to be a duplication, or the job is located outside the City, the Permit shall not be transferable or refundable.

9-124.5 Responsibilities of Permit Holder

All work shall conform to the approved application, approved plans and specifications, and all approved modifications to said plans and specifications, and shall be performed in accordance with the provisions herein and any applicable laws, ordinances, rules and regulations, including the inspection requirements of Section 9-126. The issuance of a Permit shall not be deemed to be a waiver of any requirements of applicable laws, codes, or regulations, unless otherwise expressly provided herein. Any work started and not completed shall be left in a safe and secure condition. It shall be the responsibility of the mechanical contractor to report to the Division, in writing, any violations of this Mechanical Licensing Ordinance that are encountered during the course of the execution of this Heating System, Ventilation System, Air Conditioning System, Refrigeration System, Fire Suppression System and/or Flammable and Combustible Liquid Piping and Tank System work. Neither the License holder nor his employees shall make any correction to any work done, nor shall they connect any work that has not been described under the Permit application. Any Heating System, Ventilation System, Air Conditioning System, Refrigeration System, Fire Suppression System and/or Flammable and Combustible Liquid Piping and Tank System work done prior to, or in addition to, the work described in the application must be reported to the Division.

9-124.6 Expiration and Renewal

A. Any Permit issued hereunder shall expire:

1. If the work authorized by such Permit is not commenced within six (6) months after the date such Permit was issued, or within such shorter period as the Director or his duly authorized representative in his discretion may specify at the time the Permit is issued.
2. If the work is suspended or abandoned for a period of sixty (60) days, or such shorter period as the Director or his duly authorized representative may specify at the time the Permit issued, after the work has been started.

B. For good cause, the Director may allow an extension of the foregoing period at his discretion.

C. Expired Permits shall be cancelled and no refund of the Permit fee shall be made. Before the work can be commenced or resumed, a new Permit shall be obtained. The fee therefor shall be twice the amount required for the original Permit, provided that no substantial changes have been made in the original plans and specifications, and provided further, that such suspension or abandonment has not exceeded one year. The Director may waive the fee for such new Permit if the imposition of such fee would pose a hardship on the applicant.

9-124.7 Revocation of Permit

A. The Director or his duly authorized representative may revoke a Heating System, Ventilation System, Air Conditioning System, Refrigeration System, Fire Suppression System and/or Flammable and Combustible Liquid Piping and Tank System Permit previously issued in the following instances:

1. Where he finds that there has been any false statement or misrepresentation as to a material fact in the application, plans or specifications on which the Permit was based;
2. Where he finds that the Heating System, Ventilation System, Air Conditioning System, Refrigeration System, Fire Suppression System and/or Flammable and Combustible Liquid Piping and Tank System Permit was issued in error and should not have been issued in accordance with the applicable law;
3. Where he finds that the work detailed under the Permit is not being performed in accordance with the provisions of the application, plans or specifications or with applicable laws, codes, regulations or conditions of the Permit; or
4. Where the person to whom a Heating System, Ventilation System, Air Conditioning System, Refrigeration System, Fire Suppression System and/or Flammable and Combustible Liquid Piping and Tank System Permit has been issued fails or refuses to comply with a stop order issued by the Director or his duly authorized representative.

B. Notice of such revocation and the reason therefor shall be in writing and shall be served upon the owner and the person to whom the Permit was issued, if other than the owner, in the manner provided in Section 9-123.4. Such revocation shall be effective forthwith.

9-124.8 Stop Work Orders

Whenever the Director or his designee has reasonable grounds to believe that Heating System, Ventilation System, Air Conditioning System, Refrigeration System, Fire Suppression System and/or Flammable and Combustible Liquid Piping and Tank System work on any building, structure or property is being performed in violation of the provisions of the applicable laws, codes or regulations, or is not in conformity with the provisions of the application, plans, specifications, or the conditions on the basis of which the Heating System, Ventilation System, Air Conditioning System, Refrigeration System, Fire Suppression System and/or Flammable and Combustible Liquid Piping and Tank System Permit was issued, or is being performed in an unsafe and dangerous manner, he shall order the owner of the property, and the person to whom the Permit was issued, if other than the owner, to suspend all work, and any such persons shall forthwith stop such Heating System, Ventilation System, Air Conditioning System, Refrigeration System, Fire Suppression System and/or Flammable and Combustible Liquid Piping and Tank System work and take such precautionary measures as required for the protection of the public, until the stop order has been rescinded. A written copy of such order and notice stating the conditions under which the work may be resumed shall immediately thereafter be served upon a person to whom it is directed in the manner provided in Section 9-123.4. No Heating System, Ventilation System, Air Conditioning

System, Refrigeration System, Fire Suppression System and/or Flammable and Combustible Liquid Piping and Tank System work shall be resumed on such building, structure or properly unless the Division has rescinded such stop work order. Upon refusal or failure to comply with such order, in addition to the penalties otherwise provided herein, the Director may initiate the necessary action to compel the cutting of electrical current to such installation until the same has been placed in a safe condition, if he deems such measure necessary for the protection of the public.

9-125 Fees

9-125.1 Payment

No mechanical Permit, License or certificate shall be issued until the fees therefore, and the applicable Permit review fee, if any, all as determined hereinafter have been paid.

9-125.2 No Refunds

When any certificate, License or Permit shall have been revoked or suspended, no refund of any portion of the fee therefor shall be made.

9-125.3 Double Fees

Except in the case of Emergency Repairs, the fee shall be doubled when work has been started before the Division of Code Enforcement has issued the Permit therefor and/or when the applicant has understated or otherwise failed to disclose the complete cost and/or scope of the project.

9-125.4 Exempt Projects

No fee shall be charged for municipal, county, state or federal governmental projects.

9-125.5 Permit Filing Fees

A. The base filing fee for Permits for installing, altering or extending a mechanical installation shall be as follows:

- \$60.00 commercial, new construction/additions;
- \$40.00 commercial, renovation/remodeling;
- \$30.00/unit for one & two family dwellings, new construction/additions;
- \$25.00/unit for one & two family dwellings, renovation/remodeling;
- \$25.00/unit for multiple dwellings, new construction/additions; and
- \$75.00 for the first three units, plus \$5.00/unit thereafter for multiple dwellings, renovation/remodeling.

B. In addition to the base filing fees set forth in paragraph A above, an additional fee for each item of mechanical Equipment, in accord with the following schedule, shall be assessed:

- \$6.00/each item of Heating System, Ventilation System, Air Conditioning System and/or Refrigeration System Equipment;

\$2.00/each item of Fire Suppression System Equipment;
\$150/each item of Equipment used in the installation or removal of a Flammable and Combustible Liquids Piping and Tank System;

9-125.6 When and Where Payment Required

All fees are to be paid by check or money order payable to the Commissioner of Finance at the office of the Division of Code Enforcement and are due and payable at the time the application for the Permit is filed.

9-125.7 Inspection Certification Fees

Fees for non-permit related inspection certification for buildings, structures and/or components thereof including, but not limited to swimming pool electrical inspection certifications required by the New York State Sanitary Code and inspection certifications for places required prior to the issuance of City Licenses, shall be as follows:

\$25.00 base filing fee, plus

\$20.00/unit of inspection or occupancy

9-125.8 Plan Review Fees

The fee for the review of those plans submitted for non-over-the-counter-review shall be \$25.00 when the mechanical component of the project costs less than \$33,000.00. When the mechanical component costs \$33,000.00 or more, the plan review fee shall be \$25.00 plus \$0.75 per \$1,000.00, or fraction thereof, of the mechanical component cost of the project. This fee is due and payable at the time the plans are submitted for review.

9-125.9 Certificate of Occupancy Fees

No Certificate of Occupancy shall be issued until a \$25.00 fee for the mechanical component thereof has been paid.

9-125.10 Certificate of Completion

A. Within three days after the completion of any work, performed pursuant to a mechanical Permit, which does not require a Certificate of Occupancy, the License holder shall file an affidavit with the Director of Code Enforcement stating that said work has been performed and substantially completed in accordance with the plans and specifications submitted for the Permit. This affidavit shall be known as the application for a Certificate of Completion. No Non-Certificate of Occupancy related Permit may be finalized until this application has been properly filed, the fee as determined hereinafter has been paid, the project inspected and approved, and a Certificate of Completion issued therefor.

B. No fee shall be charged for municipal, county, state or federal governmental projects.

C. The fee for a Certificate of Completion shall be \$25.00.

D. The fee is to be paid by check or money order at the office of the Division of Code Enforcement and are due and collectable at the time the Permit application is filed.

9-125.11 Administering Tests and Issuing Licenses Fees

The fees for testing and licensing shall be in accord with the following schedule:

<u>LICENSE</u>	<u>TEST</u>	<u>INITIAL</u>	<u>RENEWAL</u>
Master HVAC	\$ 200	\$ 300	\$ 250
Limited HVAC	100	300	250
Residential HVAC	100	300	250
Special HVAC	75	150	125
Master Refrigeration	100	150	125
Limited Refrigeration	75	150	125
Special Refrigeration	75	150	125
Water Based Fire Suppression	75	150	125
Chemical Based Fire Suppression	75	150	125
Flammable and Combustible Liquid	75	150	125

Any License holder who permits his License to lapse for any reason shall pay a double renewal fee to reinstate his License. Any License that has lapsed for a period of sixty (60) days beyond the expiration date of said License shall be deemed abandoned. Reinstatement shall be upon petition to the Board, which may require retesting as a condition of reinstatement.

9-126 Inspections and Orders

9.126.1 Inspections Required

A. Work shall not be performed on any portion of a building, structure, or utility beyond the point indicated in each successive inspection without first obtaining the approval of the Division. Such approval shall be given only after an inspection shall have been made of each successive step required by this Ordinance.

B. Mechanical Permit Inspection Record cards shall be prominently displayed in a conspicuous location upon the premises at all times during the progress of said work so as to be readily seen.

C. The Mechanical Permit Inspection Record card shall include the information requested by the Division and shall be maintained in such location until the work has been completed and final inspections made. Upon completion of the work and after all necessary inspections have been made and properly signed by personnel of the Division, such record card shall be returned to the Division by the inspector or the construction Permit holder.

9.126.2 When Required

It shall be required that at least the following inspections be made of Heating System, Ventilation System, Air Conditioning System, Refrigeration System, Fire Suppression System and/or Flammable and Combustible Liquid Piping and Tank System work, and each phase shall be approved before a contractor moves onto the next phase. (At least 24 hour notification shall be given to the Division before a required inspection.)

A. Initial - Approval required prior to the covering of any wall, floor, ceiling or underground facility where Heating System, Ventilation System, Air Conditioning System, Refrigeration System, Fire Suppression System and/or Flammable and Combustible Liquid Piping and Tank System work has been performed.

B. Intermediate inspection - approval required when the furnace, boiler, compressor, chill air handler or other major equipment has been installed and connected to its energy source.

C. Final - When the installation is completed and the system is operational, approval is necessary prior to the issuance of a Certificate of Occupancy or Certificate of Completion.

D. Additional inspections may be required by the Director for the purpose of ascertaining progress.

9-126.3 Failure To Have Work Inspected

Whenever any work is covered or concealed by additional work without first having been inspected as required, the Division may order, by written notice, that such work be exposed for examination. The work of exposing and recovering shall not entail expense to the City.

9-126.4 Certification of Work Completed

Upon completion of the installation the License holder will submit to the Division certification that the work was done properly and in conformance with all applicable codes, rules and regulations. Such certification shall be submitted on forms provided by the Division.