



Village of Bronxville – Building Department

200 Pondfield Road, Bronxville, NY 10708 Telephone: (914) 337-7338

Application for Oil Burning Equipment Installation & Oil Tank Removal

SUBMISSION REQUIREMENTS FOR OIL BURNING EQUIPMENT & OIL TANK PERMITS:

1. Drawing of tank location required with submission.
2. If burner installation, submit manufacture catalog cut Sheet of Burner.
3. Filing Fee \$100 per burner or tank.
4. Contractor Information:
 - ☐ Liability Insurance
 - ☐ Workers' Compensation Insurance
 - ☐ Disability Insurance

Note: All application materials and fees must be submitted together as a complete set.
Piecemeal submissions will not be accepted.

INSURANCE REQUIREMENTS

In accordance with Workers' Compensation Law §57 and §220(8)

3 Separate Insurance Certificates are REQUIRED

1. **LIABILITY INSURANCE:** ONLY liability insurance is permitted on the ACORD form.
2. For **WORKERS' COMPENSATION INSURANCE**, ONLY the following forms are acceptable:
 - **CE-200** - Certificate of Attestation of Exemption from NYS Workers' Compensations and/or Disability Benefits Coverage
 - **C-105.2** – Certificate of Workers' Compensation Insurance (Note: the State Insurance Fund provides its own version of the form – the **U-26.3**)
 - **SI-12** – Certificate of Workers' Compensation Self-Insurance
 - **GSI-105.2** – Certificate of Participation in Workers' Compensation Group Self-Insurance
3. For **DISABILITY INSURANCE**, ONLY the following forms are acceptable:
 - **CE-200** - Certificate of Attestation of Exemption from NYS Workers' Compensations and/or Disability Benefits Coverage
 - **DB-120.1** – Certificate of Disability Benefits Insurance
 - **DB-155** – Certificate of Disability Benefits Self-Insurance

Certificate holder must be listed as: Village of Bronxville, 200 Pondfield Rd, Bronxville, NY 10708

Permitted hours of construction: 8:00 am–6:00 pm, Monday–Friday



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FILING FEE: \$ 100.00 per Burner or Tank

Property Information: ☐ Commercial ☐ Residential

Property Location: House No. _____ Street Name _____

Property Owner: First Name _____ Last Name _____ Middle Initial _____

Mailing Address _____

City _____ State _____ Zip _____ - _____

Telephone: Office (_____) _____ Cell (_____) _____

Description of Work:

BUILDING CONSTRUCTION TYPE: _____ OCCUPANCY CLASS: _____

The work shall consist of the following checked items:

Oil Tank Removal/Abandonment: ☐ Removal ☐ Closure in place (Concrete Slurry Required)

Burner Installation: ☐ New Burner ☐ Replacement

Piping Installation: ☐ New Piping ☐ Replacement

Detailed description of proposed work: _____

Indicate Type and Purpose of Equipment: _____

Burner manufacturer and model no. (submit manufacturer catalog cut) : _____ Grade of Fuel: _____

Number of Tanks	Tank Capacity	Under Ground	Above Ground	Tank Location

Contractor Information:

License No.: _____ Company Name: _____

First Name _____ Last Name _____ Middle Initial _____

Mailing Address _____

City _____ State _____ Zip _____ Telephone No.: (_____) _____

The undersigned requests that a permit be issued to perform the work described herein. Such work shall conform with all provisions of the New York State Uniform Fire Prevention and Building Code and referenced standards thereto, and all Westchester County Health Department requirements.

Signature of Licensed Contractor: _____ Date: _____

Office Use Only

Date Received	Application No.	Section	Block	Lot	Permit #	Fee Paid	Date Approved



Building Standards and Codes

New York State
Department of State
Division of Building Standards
and Codes
One Commerce Plaza, Suite 1160
Albany, NY 12231-0001
Phone: (518) 474-4073
Fax: (518) 486-4487
www.dos.ny.gov

NOTICE OF HOME HEATING OIL SYSTEM CONVERSION PURSUANT TO GENERAL BUSINESS LAW §778-aa

Effective March 19, 2020

Homeowners converting their existing home heating oil system to an alternative method of home heating should take notice of the provisions of Executive Law §378(13), in addition to any other state laws, rules, or regulations related to the closure, abandonment, and/or removal of a heating oil storage tank, including fill and vent pipes and other related materials and equipment.

Particularly, the Uniform Fire Prevention and Building Code (the Uniform Code),ⁱ which is applicable throughout the State of New York except in New York City, includes the following provisions:

HEATING OIL STORAGE TANK. A tank used for storing heating oil for consumptive use on the premises where stored.

The abandonment or removal of heating oil storage tanks and related piping shall be in accordance with all of the following:

1. The entire contents of the heating oil storage tank and related piping shall be emptied, cleaned, and purged of all vapor. The contents of the heating oil storage tank and related piping shall be removed from the premises and disposed of in accordance with applicable local, state or federal rules and regulations.
2. The suction, inlet, gauge, vapor return, and vapor lines shall be disconnected.
3. All fill piping and other related piping shall either be permanently removed or filled with concrete. All other remaining piping shall be capped or plugged.

Exception: Piping that is reused for the installation of a new heating oil storage tank and meets the applicable requirements for the new installation.

4. If abandoned in place, underground heating oil storage tanks shall be filled completely with an approved inert solid material. Above-



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ground heating oil storage tanks may either be filled with an approved inert solid material or if not filled with an approved inert solid material then the vent line shall remain open and intact. A record of tank size, location, and date of abandonment shall be retained by the property owner.

5. If removed, heating oil storage tanks shall be disposed of in accordance with applicable local, state, or federal rules and regulations.
6. An inspection by the building official or by an approved inspector is required to be made of the abandonment or removal of the heating oil storage tank. If an approved inspector performs such inspection, no approval of such abandonment or removal shall be granted by the building official unless written proof of the heating oil storage tank's oil fill pipe having been removed or filled with concrete in accordance with this section and the applicable provisions of the Uniform Code has been provided by the property owner to the building official.
7. When conversion to an alternate fuel has taken place and prior to the commencement of the new home heating service, property owners shall provide written notice to their home heating oil supplier or suppliers informing them of such conversion and instructing them to discontinue deliveries.

Homeowners should take further notice that there may be other local laws, ordinances, or regulations related to such conversions.

ⁱ Effective March 19, 2020, the applicable Uniform Code provisions can be found in 19 NYCRR Subpart 1229-3 (amending Appendix J of the 2015 International Residential Code and Sections 202 and 5704.2.16 of the 2015 International Fire Code).

Effective on and after May 12, 2020, the applicable Uniform Code provisions can be found in 19 NYCRR Sections 1220.3 and 1225.3 (amending Appendix J of the 2020 Residential Code of New York State and Sections 202 and 5704.2.16 of the 2020 Fire Code of New York State).

HOMEOWNER WRITTEN NOTICE TO HOME HEATING OIL SUPPLIER

Date: _____
(Must be prior to commencement of new home heating service)

Dear: _____
(Insert name of Home Heating Oil Supplier)

Please be advised that as of _____, the
(Insert date of abandonment or removal of heating oil storage tank)
heating oil storage tank located at _____ has
(Insert property address)
been abandoned and/or removed and such home will convert to an alternate home
heating service.

Please immediately discontinue all deliveries to the property address noted above.

By copy of this correspondence, I am also providing this written notice to the code
enforcement official for the authority having jurisdiction.

Thank you,

Name of Homeowner

Signature of Homeowner

CC: _____
(Insert name of code enforcement official for the authority having jurisdiction)