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MECHANICAL PERMIT APPLICATION

Heating, Refrigeration, Cooling, and Ventilation Equipment

Permit # _____

Single-Family Residential Multi-Family Commercial

Job Site Address _____

Description of work _____

Owner Name _____ Address _____ City _____ State _____ Zip _____ Phone _____ Fax _____	Contractor Name _____ Address _____ City _____ State _____ Zip _____ State Contr. # _____ Exp. _____ City License #: _____ Exp. _____ Phone _____ Fax _____
Contact Name _____ Phone _____ Fax _____	

PROJECT VALUE: \$ _____ (For commercial or multi-family projects only.)

Single-Family Residential Equipment	Qty
Gas Furnace	
Electric Furnace	
Heat Pump (A/C)	
Fireplace	
Exhaust Fans	
Vents	
Gas Water Heater ¹	
Repair/Relocate	
Other	

¹ Expansion Tank Required

Commercial or Multi-Family Equipment	Qty
Unit Heater	
HVAC Rooftop Unit	
Boiler	
Refrigerator/Cooler	
Incinerator	
Type I Hood System ²	
Type II Hood System	
Repair	
Other	

² Type I hood required. Fire suppression permit.

Submittal Requirements for Commercial or Multi-Family Application:

1. Must submit two sets of mechanical plans.
2. Plan review fee must be submitted with application.

I certify to the best of my knowledge, the information provided on this permit application is true and correct.

Signed: Contractor or Owner _____ **Date** _____

OFFICE USE ONLY

Application Received By _____ Date _____

Approved By _____ Date _____

Plan Check Receipt # _____ Amount \$ _____ Date _____

Permit Receipt # _____ Date _____

SEE PAGE 2 FOR FEES SCHEDULE

FEE SCHEDULE FOR MECHANICAL PERMIT APPLICATION

Residential Fees	
Alterations to existing residential structures, includes one inspection.....	\$ 80
Construction of new single family residential structures, includes two inspections.....	\$144
Each additional inspection	Hourly rate @ \$86 per hour
Issuance of each supplemental permit for which original permit has not expired, been canceled or finaled	\$10.25

Commercial Rates	
\$500.00 or less	\$55.83
\$500.01 to \$1,000.00	\$89.38
\$1,000.01 to \$5,000.00	\$89.38 + 4.74% of excess over \$1,000
\$5,000.01 to \$10,000.00	\$279.98 + 2.23% of excess over \$5,000
\$10,000.01 to \$25,000.00	\$390.48 + 1.27% of excess over \$10,000
\$25,000.01 and over	\$580.98 + 0.83% of excess over \$25,000

Plan Review Fee = 65% of the Permit Fee