



PROJECT NUMBER: _____

MECHANICAL PERMIT APPLICATION

PROJECT TYPE

- Residential (Single-Family, Two-Family, or Townhouse Structures)**
- Commercial (Multi-Family Residential Structures with 3 or More Housing Units or Non-Residential Structures)**

Is this property located in a private subdivision? **Yes** **No**
 If yes, please consult with private subdivision trustees to ensure the use or activity is consistent with private subdivision indentures.

DETAILED PROJECT DESCRIPTION

Provide a detailed project description including all facets of the work, location, and quantities. Additional pages may be attached.
Applications without sufficient detail will be rejected.

PROJECT ADDRESS

Project Address: _____
Address

CONSTRUCTION COST

Estimated Construction Cost (ECC): _____
\$X,XXX.XX

ENERGY EFFICIENCY

Will this project reduce energy use on the property?
 Yes **No**

INSPECTIONS – ALL INSPECTIONS MUST BE SCHEDULED BY THE APPLICANT UNLESS INITIALED BELOW

Initials	Authorized agent to request inspections (applicant will be liable for any missed inspection fees)
	I hereby authorize the General Contractor to request inspections on my behalf.
	I hereby authorize the Owner to request inspections on my behalf.

APPLICANT INFORMATION

All fields must be completed unless noted. PLEASE PRINT.

First Name: _____
First Name

Last Name: _____
Last Name

Business Name: _____
Full Business Name

E-mail Address: _____
XXX@XXXX.XXX

MAILING ADDRESS

Mailing Address: _____
XXXX Street

Phone Number: _____
(XXX) XXX-XXXX

City: _____
City

State: _____
State

Zip Code: _____
XXXXX

PHYSICAL ADDRESS (NO PO BOXES)

Physical address same as mailing address.

Mailing Address: _____
XXXX Street

City: _____
City

State: _____
State

Zip Code: _____
XXXXX

NEW CONSTRUCTION FEES

These fees are comprehensive for all mechanical work on the site and are per dwelling unit. If this comprehensive fee applies, no other permit fee is required other than the application fee.

ITEM	QUANTITY	FEE PER UNIT	TOTAL FEE
Mechanical for new multi-family residential construction, per unit		\$100.00	

PROJECT FEES

These fees apply to the new installation, alteration, replacement or repair of mechanical systems.

ITEM	QUANTITY	FEE PER UNIT	TOTAL FEE
Damper	Fire (each)	\$5.00	
	Smoke (each)	\$5.00	
Fire Protection	Hood Suppression or Similar (per system)	\$70.00	
	Sprinkler (per system)	\$120.00	
	Standpipe (per system)	\$120.00	
HVAC Equipment	*Air Handler (per unit)	\$40.00	
	*Boiler (per unit)	\$40.00	
	Chiller (per unit)	\$50.00	
	Condensing Unit (per unit)	\$5.00	
	Cooling Tower (per unit)	\$50.00	
	Duct Terminal Unit (VAV, etc.) (per unit)	\$5.00	
	Ductless Split System (per system)	\$40.00	
	Ductwork (when an appliance is not installed at the same time)	\$40.00	
	Exhaust Hood (per unit)	\$5.00	
	Exhaust Fan (per unit)	\$5.00	
	*Fireplace (per unit)	\$40.00	
	Geothermal System (per system)	\$90.00	
	Heat Exchanger (per unit)	\$5.00	
	Package Terminal AC (per unit)	\$5.00	
	Radiant Baseboard Heater (per unit)	\$5.00	
	Radiant Floor Heating (per system)	\$5.00	
	*Residential Furnace (per unit)	\$40.00	
	Rooftop Unit (per unit)	\$50.00	
	Unit Heater (per unit)	\$5.00	
	Other	Pump (per unit)	\$5.00
REQUIRED APPLICATION FEE PER UNIT (NON REFUNDABLE)		\$35.00	
TOTAL			

APPLICANT ACKNOWLEDGEMENT AND SIGNATURE

By signing below, I state the information provided on this registration application is truthful to the best of my knowledge, and I have read and understand the terms of service documentation as it relates to this application. Further, I understand this is an application and not a permit. Work cannot begin until a permit is issued.

Name (Printed)

Signature

Date

Permits will not be processed on properties with outstanding trash bills.