



HVAC PERMIT APPLICATION
Required Information

Office Use Only
Permit # _____

APPLICATIONS WILL NOT BE ACCEPTED WITHOUT ALL REQUIRED DOCUMENTS
PLEASE PRINT CLEARLY

Contractor Name: _____
License Holder: _____ Contact Phone #: _____
Date Submitted: _____ Property Parcel #: _____
Job Name: _____
Job Address: _____
Job Value: \$ _____
Property Owner: _____
Tenant: _____

Residential Stand Alone
 Commercial Sub for Master
Permit # _____

***** CONTRACTOR'S LICENSE AND INSURANCES MUST BE CURRENT PRIOR TO APPLICATIONS BEING PROCESSED*****

***** IF YOU ARE THE PRIME CONTRACTOR *****

A RECORDED NOTICE OF COMMENCEMENT FOR JOBS OVER \$7500 IS REQUIRED.

****** THIS APPLIES TO BOTH RESIDENTIAL OR COMMERCIAL ******

PLEASE PROVIDE A DRAWING OF THE FLOOR PLAN

PLEASE PROVIDE ALL THE FOLLOWING INFORMATION:

NEW INSTALLATION _____

REPLACEMENT UNIT _____

TOTAL SQUARE FOOTAGE OF BUILDING _____

TYPE OF FRAME: (CIRCLE ONE)

WOOD MASONRY STEEL

REINFORCED CONCRETE OTHER

TYPE OF HEATING FUEL: (CIRCLE ONE) _____

GAS OIL ELECTRIC COAL OTHER

NUMBER OF BEDROOMS (RESIDENTIAL ONLY) _____

NON-RESIDENTIAL: Describe in detail proposed use of building, e.g., food processing plant, machine shop, laundry building at hospital, elementary school, secondary school, college, parochial school, parking garage for department store, rental office building, office building at industrial plant. If use of existing building is being changed, enter proposed use. _____

****PROOF OF JOB VALUE REQUIRED WITH ALL PERMIT APPLICATIONS****

*******PLAN REVIEW FEES AND STATE SURCHAGES APPLY*******

Contractor Signature: _____

Electronic Check Re-presentation Policy: In the event that your check is returned unpaid for insufficient or uncollected funds, we may re-present your check electronically. In the ordinary course of business, your check will not be provided to you with your bank statement, but a copy may be obtained by contacting your financial institution. A fee may be charged if the check is re-presented electronically. Effective date is August 15, 2007.