

APPLICATION FOR MECHANICAL PERMIT

JOB ADDRESS _____

Please check one:

COMMERCIAL RESIDENTIAL

PROPERTY OWNER (Required)

Name _____

Mailing Address _____

City/Zip _____

Phone Number _____

TENANT/BUSINESS OWNER

Name _____

Address _____

City/Zip _____

Phone Number _____

CONTRACTOR

Name _____

Address _____

City/Zip _____

Phone Number _____

State License Number _____

ENGINEER

Name _____

Address _____

City/Zip _____

Phone Number _____

ARCHITECT

Name _____

Address _____

City/Zip _____

Phone Number _____

AGENT/OTHER (Specify)

Name _____

Address _____

City/Zip _____

Phone Number _____

PERMIT FEE SCHEDULE		FEE	# OF EACH
Issuance Fee (automatically included)		61.53	1
VAV Box		17.57	
VAV Box with Heating Coil or Fan		38.06	
VAV Box with Heating Coil and Fan		55.63	
Furnace up to 100,000 BTU		61.50	
Furnace over 100,000 BTU		89.44	
Heater: Floor/Unit/Recessed Wall		61.50	
Fireplace		61.50	
Appliance Vent		61.50	
Repair/Alteration to Existing System		61.50	
Registers (Supplies & Returns)		17.57	
Boiler/Compressor up to 3HP		61.50	
Boiler/Compressor 3.1HP-15HP		89.44	
Boiler/Compressor 15.1 to 30HP		125.96	
Boiler/Compressor 30.1 to 50HP		202.09	
Boiler/Compressor over 50 hp		295.98	
Absorption System up to 600,000 BTU		61.50	
Absorption System over 600,000 BTU		89.44	
Air Handling Unit up to 1,200 CFM		111.31	
Air Handling Unit 1,201 – 6,000		172.82	
Air Handling Unit over 6,000 CFM		243.10	
Fire/Smoke or Fire Dampers		38.06	
Duct or Area Smoke Detectors		38.06	
Gas System (Enter # of outlets)	Up to/including 5	52.72	
	Over 5 (each)	8.78	
Single Duct Vent/Exhaust/Supply Fan		41.03	
Ventilation System up to 1,000 CFM		61.50	
Ventilation System 1,001-3,000 CFM		99.58	
Ventilation System over 3,000 CFM		125.96	
Evaporative Cooler/Make up Air		46.87	
Mechanical Exhaust Hood/System (Enter Valuation)		1%	
Commercial/Industrial Oven/ Incinerator (Enter Valuation)		1%	
Test Witness Fee (Hood/Shut Off)		251.92	
Miscellaneous (Enter Valuation)		1%	

- Technology Surcharge of 4% applies to all fees
- PLAN CHECK FEE IS 75% OF PERMIT FEE
- (Plan check may be required for commercial and residential multi-unit construction only)

PLEASE TURN FORM OVER TO CONTINUE ➡

**THIS SECTION APPLIES TO
COMMERCIAL AND MULTI-UNIT
RESIDENTIAL PROJECTS ONLY**

PLEASE CHECK ALL THAT APPLY:

- Work area is over 5,000 square feet
- Installing smoke evacuation system
- Installing commercial kitchen hood
- Installing environmental exhaust system (garage ventilation) or product conveying exhaust system
- Installing 3 ton or larger HAC system (total nominal tonnage), additional or new
- Construction of new multi-unit residential building of three or more units

Note: If any of the items above are checked, plan check will be required. The procedure for plan check is as follows: submit two sets of mechanical plans along with a completed Mechanical Permit Application to Building Safety for review by the Mechanical Inspector/Plan checker. This review will take approximately 5 to 15 business days.