



COMMUNITY DEVELOPMENT DEPARTMENT

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MECHANICAL PERMIT APPLICATION

Permit No. _____

Job Address	MCAD Property ID NO.
Legal Description: Lot, Block, Subdivision Name	
Owner Name	Phone
Mechanical Contractor DBA	Phone
Mailing Address:	
Email Address:	

Scan for online submittal



NOTICE

Sec. 8-51. - False representation.

(a) It shall be unlawful for any person to evade any provisions of this article, codes or statute or knowingly combining or conspiring with any person; or allowing one's license to be used by any person; or acting as agent, partner, associate or otherwise of any person with intent to evade provisions of this article.

(b) It shall be unlawful to secure a city's certificate of registration and/or permit for work not actually performed by the air conditioning and refrigeration contractor or by qualified employees of said contractor or their registered employer.

(c) Air conditioning and refrigeration contractors shall devote the majority of working time during business hours to supervising the work of employees of such registered employer; and whether said contractor is self-employed or the employee of a firm, they shall perform services in that capacity for only one (1) business.

Sec. 8-53. - Permit required; inspection; fees.

(a) It shall be unlawful to commence, begin, or proceed with the installation of air conditioning, cooling, refrigeration or heating systems work within or on any building, structure or premises publicly or privately owned, without first obtaining a permit for such work and paying the applicable fee as provided in this section.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Category of Construction
☐ Residential ☐ Commercial ☐ Industrial

Class of Work
☐ Addition ☐ Relocate ☐ Repair ☐ New

Description of work:

Permit Fees			
NATURE OF WORK	QTY	EACH	TOTAL
Condensing Unit		\$20.00	
Device Replacement		\$15.00	
Unlisted Unit Evaluation		\$15.00	
Mechanical Device Outlet		\$1.25	
Furnace and Coil		\$20.00	
Outlet and Damper		\$1.25	
Rooftop Unit		\$55.00	
Re-Inspection Fee			\$30.00
Doubling of Fee			\$200.00 minimum
Base Inspection Fee			\$30.00
SUBTOTAL		\$	

Signature of Contractor or Authorized Agent

Print Name

Date

	Date Application Received:	By:
Mechanical Layout & Supporting Documents: ☐ Yes ☐ No ☐ NA		
Date Supplemental Documents Submitted (when applicable):		Received By:
Address Validation: ☐ Yes ☐ No ☐ NA		By:
Legal Lot Validation: ☐ Yes ☐ No ☐ NA		By: