CITY OF GERMANTOWN
ONE NORTH PLUM ST.
GERMANTOWN OHIO 45327
WWW.GERMANTOWN.OH.US

HVAC REPLACEMENT

When changing out HVAC units for one which uses a different fuel source, it must be noted on the permit application to avoid unnecessary delays in the permitting process. For example: Replacement of an electric heat pump to a natural gas furnace will required a gas line permit in addition to the HVAC permit.

The following example applies to a permit request for an HVAC and gas line permit.

Once permit is issued:

- Contractor will install new gas line
- Schedule a gas line pressure test for the house line (all piping after the meter) with the Building Department. Utility company is responsible for piping the meter.
- The Building Inspector will witness the gas line pressure test. The test shall be complete using a digital gauge or liquid manometer. (Kuhlman Type). Please note: Building Department does not provide gauge.
- After pressure test is approved, Building Department will send a meter release to the Utility Company.
- Utility Company will set the meter
- After meter is set and unit has been started up, permit applicant will schedule final HVAC inspection.

*Inspections must be scheduled 24 hours in advance.

City of Germantown
1 North Plum Street, Germantown, Ohio 45327
Phone (937) 855-7255 Fax (937)855-3215
http://www.germantown.oh.us

BUILDING/ELECTRICAL PERMIT APPLICATION

FOR INFORMATION CALL: (888) 433-4642

(CHECK ONE) RESIDENTIAL ___ COMMERCIAL ___ SUBMIT 2 RESIDENTIAL/3 COMMERCIAL BUILDING PLANS

PLEASE PRINT	NAME	STREET ADDRESS	CITY, STATE, ZIP	PHONE NUMBER & EMAIL
PROPERTY OWNER				
APPLICANT				
PLANS BY				
CONTRACTOR				

SITE ADDRESS _____ TENANT _____

PARCEL ID # _____ AFFECTED CONSTRUCTION AREA SQ. FT. _____

PROJECT DESCRIPTION _____ PROJECT COST _____

---COMMERCIAL ONLY--- USE GROUP _____ CONSTRUCTION TYPE _____ OCCUPANT LOAD _____

REVIEW REQUETED: CHECK ALL THAT APPLY

- ☐ New Building
- ☐ Addition
- ☐ Alteration
- ☐ Deck _____ Sq. Ft.
- ☐ Shed _____ Sq. Ft.
- ☐ Garage
- ☐ HVAC
- ☐ Electrical
- ☐ Gas Line
- ☐ Fence
- ☐ Fire Alarm
- ☐ Fire Suppression
- ☐ Hood Suppression
- ☐ Hood Exhaust
- ☐ Cert. of Occupancy
- ☐ Change of Use
- ☐ Signage
- ☐ Pool (In Ground)
- ☐ Pool (Above Ground)
- ☐ Roofing
- ☐ Electrical Service Size _____ Line Drawing Required over 400 AMP
- ☐ Other (Specify) _____

Is property located in a Floodplain? Yes / No

All information contained in this application is true, accurate, and complete to the best of my knowledge and I do hereby agree to complete the project in compliance with all relevant building codes.

OWNER/OWNER REP. (Please Print) _____ EMAIL _____

OWNER/OWNER REP. (Signature) _____ APPLICATION DATE _____

Auditor Information: # Bedrooms _____ # Baths _____ # Stories _____ Livable Sq. Ft. _____ Finished Basement Sq. Ft. _____

**********OFFICE USE ONLY**********

DEPOSIT $ _____ RECEIVED BY _____ PAYMENT: CASH CREDIT CHECK # _____

Is property located in a Floodplain? Yes / No _____ PERMIT # _____

ZONING APPROVED _____ DATE _____

BUILDING APPROVED _____ DATE _____