

Mechanical Permit Application

Application and plans must be complete in order to be accepted for plan review.
All permit Applications must be made "in-person" at the Village of Pontoon Beach, Clerks Office
Mechanical License required

Project Name/Tenant:	Value of Construction:
Site Address:	Tax Parcel Number:
General Location:	Bldg, Unit, Suite Designation:
Contact Person:	Phone #:
Street Address: City / State / Zip	Fax #:
Firm or Company Name:	E-Mail Address:
Contractor:	Phone #:
Street Address: City / State / Zip	Fax #:
Village Mechanical License#:	E-Mail Address:
Property Owner:	Phone #:
Street Address: City / State / Zip	Fax #: or E-Mail Address:

Description of work to be done (please be specific):

Type of work (please check one):
☐ Single-Family ☐ Commercial/Industrial ☐ Manufactured Home ☐ Multi-Family ☐ Tenant Improvements (Sq. Ft.) _____

DESCRIPTION OF MECHANICAL WORK This project involves installation or relocation of the following equipment and appurtenances (check appropriate items): 1. ☐ Forced air or gravity-type furnace or burner, ☐ with ducts and vents. 2. ☐ Floor furnace and attached vents 3. ☐ Suspended heater, recessed wall heater or floor mounted unit heater. 4. ☐ Appliance vents. 5. ☐ Boiler. 6. ☐ Compressor 7. ☐ Absorption system. 8. ☐ Air Handling Unit. 9. ☐ Evaporator Cooler. 10. ☐ Ventilation system not part of heating/air conditioning system. 11. ☐ Hood, ducting and other parts of mechanical exhaust system. 12. ☐ Domestic-type incinerator 13. ☐ Commercial or Industrial type incinerator. 14. ☐ Repair or alteration of or addition to the above items 15. ☐ Gas Piping

MECHANICAL PLAN REVIEW IS REQUIRED FOR THE FOLLOWING PROJECTS:

1. New commercial buildings.
2. New multi-family projects (over two units).
3. Installations or alterations of any commercial or multi-family electrical service, sub panel, transformer, UPS system or generator. (Alterations include any increase in calculated load of 100 amps or greater.)
4. Installations or alterations in hazardous (classified) locations as defined by N.E.C.
5. All work on electrical systems operating over 600 volts.

Note: Plans need not be submitted for work inside a single multi-family unit unless it affects fire rated walls.

Plans are not required for temporary electrical service 200 amps or less.

DESIGN BY A REGISTERED ELECTRICAL ENGINEER IS REQUIRED FOR THE FOLLOWING:

1. All services rated 1600 amperes or larger, or any special considerations to the service.
2. Anything that requires engineering supervision by the N.E.C.
3. When the Building Official feels that it is warranted, based on the complexity, hazard, NEC compliance, or other unique aspects of the proposed design.

SUBMIT THREE COPIES OF THE FOLLOWING FOR ELECTRICAL PLAN REVIEW:

- ☐ Electrical plans or drawings. (Minimum plan size is 18"x 24" with 1/8" scale, 1/4" scale for details)
- ☐ Electrical plans sealed and signed by a registered electrical engineer.
 - i. Note that the Village of Pontoon Beach has local Electrical Code Amendments.
- ☐ Electrical plans showing power and lighting for each floor and the location of all electrical panel boards.
- ☐ Electrical panel schedules with loads indicated in volt-amperes (VA) or kilovolt-amperes (KVA) and listed interrupting rating (A.I.C.) of all over current protective devices.
- ☐ Riser diagram showing the point-to-point available fault current and the raceway size and type, the conductor's size and type, and grounding methods. Include a detail of the grounding electrode system.
- ☐ Complete electrical loads calculations, including an electric load summary showing all applicable demand factors.
- ☐ Complete fault current calculations, through the panel board level or provide sufficient information to verify fault current calculations.

I hereby certify that I have read and examined this application and know the same to be true and correct, and I am authorized to apply for this permit.

Building Owner or Authorized Agent: Date: _____

Signature: _____ Print Name: _____

Office use only

Date application accepted: _____

Date application expires: _____

Permit #: _____

Application approval by: _____