

Mechanical Permit Application Form

Instructions: Please complete all required fields. Incomplete applications may delay processing. Refer to the instructions below each section for guidance. Submit the completed form along with supporting documents to the local building department.

1. Applicant Information

Applicant/Contractor Name:*

Company Name (if applicable):

Address:*

City:*

State:

Zip Code:*

Phone Number:*

Email Address:*

- Ensure all contact details are current and accurate.
- Email will be used for official communications related to this permit.

2. Project Location

Project Address:*

Parcel or Lot Number:

- Project address must match the installation site.
- Parcel number can be found on property tax documents.

3. Scope of Work

Description of Work:*

- Briefly describe the type of mechanical systems being installed, repaired, or altered (e.g., HVAC, ventilation, refrigeration).
- Attach additional documentation if necessary.

4. Equipment & System Information

Type of Equipment	Manufacturer/Brand	Model Number	Quantity	BTU/Capacity
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- List each piece of mechanical equipment. Add more rows as necessary.
- Provide specific details for accurate assessment and approval.

5. Project Details

Estimated Project Value (\$):

Anticipated Start Date:

Anticipated Completion Date:

6. Certification & Signature

☐

I certify that the information provided is true and correct to the best of my knowledge.

Applicant Signature: _____ Date: _____

Submission Instructions

- Attach supporting documents (site plans, equipment specs, contractor licenses).
- Submit this form via the local permitting portal, email, or in-person as instructed by your jurisdiction.
- Retain a copy for your records.

NOTE: This is a sample mechanical permit application form. Requirements may vary by location. Confirm with your local building department for specific guidelines.