

JEFFREY M. LANIGAN  
Mayor



MARK DOMENICO  
Director

**DEPARTMENT OF CODE ENFORCEMENT**

**HVAC Permit Application**

**NOTE: All electrical work requires an approved third-party inspection (see attached list).**

1. Address where the work is being performed: \_\_\_\_\_
2. Property Owner: Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone # \_\_\_\_\_  
Email \_\_\_\_\_
3. Contractor: Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone # \_\_\_\_\_  
Email \_\_\_\_\_
4. Please note insurance requirement submitted with application: Workers Comp \_\_\_\_\_ CE-200 \_\_\_\_\_ BP-1 \_\_\_\_\_
5. Please note which applies to the applicant: Property Owner \_\_\_\_\_ Contractor \_\_\_\_\_ Tenant \_\_\_\_\_
6. Approximate cost of work performed: \$ \_\_\_\_\_

**Scope of Work**

1. Is work being done as a replacement of existing or the addition of new equipment? Replacement \_\_\_\_\_ New \_\_\_\_\_
2. Check which equipment will be added or replaced: Furnace \_\_\_\_\_ Boiler \_\_\_\_\_ AC \_\_\_\_\_ ERV \_\_\_\_\_
3. Fuel Type: LP Gas \_\_\_\_\_ Nat Gas \_\_\_\_\_ Fuel Oil \_\_\_\_\_ Wood \_\_\_\_\_ Electric \_\_\_\_\_
4. Please note vent category of appliance: I \_\_\_\_\_ II \_\_\_\_\_ III \_\_\_\_\_ IV \_\_\_\_\_ NA \_\_\_\_\_
  - If you are using an existing chimney to vent category I appliances, you are required to meet the regulations in Section 501.15 in the 2015 IFGC. Category II, III, and IV appliances should be vented per manufacturer's instructions.
5. You must provide manufacturer's installation instructions for equipment installed under this application.
6. Third Party Electrical Inspection is required for the alteration or addition of the electrical system.
7. Note: All duct joints must be sealed per Section 603.9 of the 2015 IMC.

**Description of Work Being Performed**

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**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***For Official Use Only:***

**Date Received:** \_\_\_\_\_ **Initials:** \_\_\_\_\_ **Reviewed by:** \_\_\_\_\_

