

PERMIT REQUIREMENTS

Mechanical – Change Outs – Requirements

- 1) Mechanical Contractors – License Requirements.
- 2) Unless the person in the office is on the business license, we will require a company check or company credit card (Visa, MasterCard, or Discover). Only the individual(s) listed on the business license can pay cash, personal check or credit card.
- 3) If the job is within the **Historic District**, we will **not** require an approved COA from Planning & Zoning prior to accepting monies / releasing permit as long as the system is being placed in the same spot as before. If it is a new system or one being moved, we do require an approved COA.
- 4) Permit fee is based on job cost (Material & Labor).
- 5) On the commercial change outs, per Fire Marshall, if an individual unit is **greater** than 5-tons, it must include smoke detectors within the duct that we must inspect after install. An inspection fee is \$17 in addition to the permit fee.
- 6) Permits for Mechanical Change-Outs can be faxed in. The form (Fax-In Request) is under the front counter. The payment is required to be here within 72 hours of receiving the fax.
- 7) If there is a general contractor on the job, we **cannot** accept faxed-in requests for these jobs; the contractor has to come in the office to sign for the permit.
- 8) Hood Permits requires 2 inspections – Hood Inspection & Final Mechanical Inspection – on all hood permits.
 - ❖ **Ref. 506.3.3.1 International Mechanical Code.** Prior to concealment or wrapping any portion of a grease duct system, must be leak tested in the presence of the Code Official.
- 9) A permit is required for all Electrical, Plumbing, Gas and Mechanical projects exceeding the cost of \$500.00 unless an inspection is required. All new installation and repair work requires a permit. Minor repairs can be made to these systems without a permit - as determined by the Building Official. All permits must be obtained prior to commencement of work to avoid penalties.