

Permit Procedure for MECHANICAL Projects

I. A mechanical permit is *required* for any who desire to erect, install, enlarge, alter, repair, remove, convert or replace a mechanical system.

II. The following information, where applicable, is required to be submitted when applying for a Mechanical Permit:

Commercial- Direct replacement of any / all units

- One (1) completed Commercial Permit Application
- Two (2) architectural roof drawings or pictures/maps identifying existing unit being replaced for rooftops

OR

- Two (2) architectural drawings or plans identifying the location of existing interior ground unit(s) being replaced. (i.e. garage, first floor, mezzanine, lobby)
- Two (2) copies of a survey identifying the location of existing exterior unit(s) being replaced
- Specifications of new unit and/or notation that replacement unit is of same shape and size of unit being replaced

Commercial- Installation of new units

- One (1) completed Commercial Permit Application
- Two (2) architectural plans showing location where unit is being placed and plan should be to scale with setback dimensions shown. For rooftop units, setbacks should be to roof edge.
- Specifications of new unit along with support structure showing overall height.

Residential- New or Replacement of exterior units

- One (1) completed Residential Permit Application
- One (1) copy of a survey showing the location of the new or existing unit.
- One (1) copy of the calculations (Manual S / J) of any new heating or cooling equipment to be installed
- One (1) copy of the project specifications, i.e. work to take place and equipment type / sizes

Residential- New or Replacement of interior units

- One (1) completed Residential Permit Application
- One (1) copy of the calculations (Manual S / J) of any new heating or cooling equipment to be installed
- One (1) copy of the project specifications, i.e. work to take place and equipment type / sizes

II. The permit holder is required to schedule the following inspections:

- Final, after installation has been completed, before anything is covered over