



This application is for a **Commercial Mechanical (HVAC) Permit**. For HVAC projects located on residential property, please apply for a [Mechanical - Residential Permit](#) instead.

- 1. Description:** Please provide a scope of work for the project such as “(Business Name) – New HVAC work to include...”
- 2. Valuation:** This is the total construction cost that includes construction materials and labor.

Required Attachments

1. [Mechanical Permit Application](#)

2. Construction Drawings (if applicable): Please combine any construction drawings into a single PDF. All pages should be in the same landscape or portrait orientation (not a combination of the two). All drawings should be shown to scale with dimensions.

Drawings are required anytime a mechanical unit is installed on a roof or suspended from interior floor framing. Please include the manufacturer’s specifications and structural drawings (or a letter from a licensed structural engineer) to verify the existing structure can support the new equipment loads.

3. Any Applicable Affidavits

- **[Contractor Affidavit:](#)** Required for every contractor and subcontractor. Please include a copy of the current state Contractor’s License, local Business License, and state Driver’s License.
- **[Authorized Agent Affidavit:](#)** Required for third-party services authorized by the owner or permit applicant (i.e., permit expeditors, architects, engineers, etc.).
- **[Commercial Owner Authorization Affidavit:](#)** Required for owners of commercial properties to authorize a tenant or other legal entity to act as the applicant.



This application is for a **Residential Mechanical (HVAC) Permit**. For HVAC projects located on commercial property, please apply for a [Mechanical - Commercial Permit](#) instead.

- 1. Description:** Please provide a scope of work for the project such as “(Homeowner Name) – New HVAC work to include...”
- 2. Valuation:** This is the total construction cost that includes construction materials and labor.

Required Attachments

1. [Mechanical Permit Application](#)

2. Construction Drawings (if applicable): Please combine any construction drawings into a single PDF. All pages should be in the same landscape or portrait orientation (not a combination of the two). All drawings should be shown to scale with dimensions.

Drawings are required anytime a mechanical unit is installed on a roof or suspended from interior floor framing. Please include the manufacturer’s specifications and structural drawings (or a letter from a licensed structural engineer) to verify the existing structure can support the new equipment loads.

3. Any Applicable Affidavits

- **[Contractor Affidavit](#):** Required for every contractor and subcontractor. Please include a copy of the current state Contractor’s License, local Business License, and state Driver’s License.
- **[Authorized Agent Affidavit](#):** Required for third-party services authorized by the owner or permit applicant (i.e., permit expeditors, architects, engineers, etc.).
- **[Residential Owner-Contractor Affidavit](#):** Required for owners of residential properties who wish to act as their own contractor.