



**APPLICATION FOR RESIDENTIAL HVAC PERMIT
PLANNING & DEVELOPMENT DEPARTMENT**

**City of Westerville
64 East Walnut Street
Westerville, OH 43081-2308
(614) 901-6650 Phone (614) 901-6666 Fax**

GENERAL INFORMATION

ALL INFORMATION IS TO BE FILLED OUT TO START THE PERMIT PROCESS

DATE: _____ PERMIT # _____ PARCEL # _____

JOB ADDRESS _____ Lot # _____

Subdivision _____ County _____ ZIP _____

HVAC CONTRACTOR _____ Phone No. _____

Address, City, State, Zip _____

State License # _____ E-Mail Address _____

PROPERTY OWNER _____ Phone No. _____

Address, City, State, Zip _____

BUILDING INFORMATION

- New 1, 2, 3 Family Dwelling Addition / Alteration Furnace / Heat Pump Replacement
- A/C Replacement Other

Description of Work

Type of Heating System Natural Gas Electric Other

Cost of HVAC Work \$ _____

Gross Square Footage _____ (to include: all floors, basement, and garage, if applicable)
of Construction

In consideration of permission granted I/We agree to construct said work in all respects in conformity with all applicable codes and regulations of the City of Westerville, Ohio. Please remember that your company is responsible for coordinating and scheduling the required inspections on these permits.

Signature _____ **Date** _____ **Phone No.** _____

Name (printed) _____

See reverse side for fees

HVAC PERMIT FEES

TYPE OF HVAC PERMIT

- New Dwellings & Room Additions (\$75.00 + \$3.00 per 100 Sq Ft)
- Alterations, Renovations, Changes to Existing Systems (\$25.00 + \$2.00 per 100 Sq Ft)
- Furnace and/or Air Conditioner Replacement (\$50.00 per unit)
- Furnace and/or Air Conditioner Replacement *(Residential Units with (4) Units or More, \$75.00 + 3% State of Ohio Fee)
- Minor HVAC Work \$25.00 *(Consultation with the Building Department is Required to Determine Minor Work)
- Water Heater Replacement (\$35.00 per unit)
- Fireplaces (Pre-Manufactured), Gas Logs, Decorative Gas Appliances (\$50.00)
- Installation Of New Gas Lines and/or Relocation of Gas Lines (\$50.00)
- Re-inspection Fees (\$75.00)
- Special Inspection / Weekends / After Hours (\$225.00 minimum fee for the first 3 hrs / \$75.00 for each additional hour)

All Permit Fees Are Subject To An Additional 1% State Of Ohio Fee

Permit Fee: _____

1% State Fee: _____

Total Fee: _____