



**APPLICATION FOR COMMERCIAL HVAC / REFRIGERATION
PERMIT
PLANNING & DEVELOPMENT DEPARTMENT**

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

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

DATE: _____ PERMIT # _____ PARCEL # _____

JOB ADDRESS _____

Project Name _____ 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 Building Building Addition Tenant Finish / Alteration HVAC and/or A/C Replacement Unit(s)
 Walk-In Cooler Refrigeration Unit Other

Description of Work

Type of Heating System Natural Gas Electric Other

Cost of HVAC Work \$ _____

Gross Square Footage _____
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 / REFRIGERATION PERMIT FEES

TYPE OF HVAC / REFRIGERATION PERMIT

- New Shell Buildings (Under 20,000 square feet) \$175.00 + \$10.00 per 1000 Square Feet
- New Shell Buildings (Over 20,000 square feet) \$250.00 + \$10.00 per 1000 Square Feet
- New Buildings or Additions with Finished Interiors (Under 20,000 square feet) \$175.00 + \$40.00 per 1,000 Square Feet
- New Buildings or Additions with Finished Interiors (Over 20,000 square feet) \$250.00 + \$40.00 per 1,000 Square Feet
- Alterations / Tenant Finishes (Under 20,000 square feet) \$175.00 + \$30.00 per 1000 Square Feet
- Alterations / Tenant Finishes (Over 20,000 square feet) \$250.00 + \$30.00 per 1000 Square Feet
- HVAC Replacement Units \$150.00 for the first unit, \$75.00 for each additional unit
- Furnace and/or Air Conditioning Replacement Including Multi-Family Dwellings, \$75.00 For Each Unit (Residential Units in Buildings with (4) Units or More)
- Water Heater Replacement Including Multi-Family Dwellings, \$75.00 For Each Unit (Residential Units in Buildings with (4) Units or More)
- Refrigeration Units / Walk-In Coolers \$125.00 for the first unit, \$75.00 for each additional unit
- Minor HVAC Work \$75.00 *(Consultation with the Building Department is Required to Determine Minor Work)
- 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 3% State Of Ohio Fee

Permit Fee: _____

3% State Fee: _____

Total Fee: _____