



THE CITY OF MAYFIELD HEIGHTS ~ BUILDING DEPT.

6154 Mayfield Road - Mayfield Heights, OH 44124-3296

Phone: 440-442-2107 Fax: 440-442-7662

HVAC PERMIT REQUEST

Job Address _____ Job Name _____
(Number and Street) (for commercial job)

Property Owner _____ Contractor _____

Address _____ Address _____

City - Zip _____ City - Zip _____

Phone _____ Phone _____

RESIDENTIAL *(must submit a site plan showing location of condenser)

PERMIT FEES:

NEW STRUCTURES: \$100.00, plus \$5.00 per 100 sq. ft. OF GROSS FLOOR AREA or fraction thereof (plus 1%)

ADDITIONS/ALTERATIONS: \$25.00, plus \$5.00 per 100 sq. ft. OF GROSS FLOOR AREA or fraction thereof (plus 1%)

FURNACE - BOILER - AIR CONDITIONER: \$20.20 (including 1% state surcharge)

NEW CONSTRUCTION/INTERIOR ALTERATION: GROSS square foot of area being built/alterd:

Describe briefly the nature of the work being done:

FURNACE – A/C: New or Replacement? _____ New _____ Replacement

Type of Heating System:	Natural Gas	Boiler	Forced Air	Electric Baseboard
	Steam	Heat Pump	Other:	

Location of A/C Unit: _____ Behind House _____ Side of House (must be pre-approved) Capacity: _____ Tons

*** PLEASE NOTE:** a site plan showing the location of condenser **MUST** be submitted for all A/C installations.

COMMERCIAL

PERMIT FEES:

NEW CONSTRUCTION/ALTERATIONS: \$200.00 plus \$5.00 per 100 sq. ft. or fraction, (+ 3% state surcharge)

REPLACEMENT A/C: \$20.00 per ton or fraction, (+ 3% state surcharge)

REPLACEMENT HVAC COMBO UNIT: \$100.00 plus \$20.00 per ton or fraction, (+ 3% state surcharge)

REPLACEMENT HEATING UNIT: \$100.00, (+ 3% state surcharge)

Describe briefly the nature of the work being done:

AREA - square footage of building or suite being built/alterd:

Type of Heating System:	Natural Gas	Boiler	Forced Air	Combo Heat – A/C
	Steam	Heat Pump	Other:	

A/C - COMBO: No. of Units: _____ Total Tons: _____

PLEASE NOTE: National Electrical Code Article 210.63; Heating, Air-Conditioning and Refrigeration Equipment Outlet: A 125-volt, single phase, 15- or 20-ampere-rated receptacle outlet shall be installed at an accessible location for the servicing of heating, air conditioning, and refrigeration equipment. The receptacle shall be located on the same level and within 7.5 m (25 ft) of the heating, air-conditioning, and refrigeration equipment. The receptacle outlet shall not be connected to the load side of the equipment disconnecting means.

PER RCO SECTION 1307: The manufacturer's operating and installation instructions shall remain attached to the appliance.

Signature of Applicant _____ Date _____

HOMEOWNERS getting their own permit must fill out a Homeowner's Affidavit.

PERMIT NO: _____ DATE ISSUED: _____