

**APPLICATION FOR A MECHANICAL PERMIT-CITY OF HAMMOND**

FILING DATE: \_\_\_\\_\_\_\\_\_\_ PERMIT# \_\_\_\_\_

**PARCEL#** \_\_\_\_\_ (Please verify address w/City of Hammond GIS Dept.)

**JOB LOCATION:** \_\_\_\_\_

ADDRESS NUMBER & STREET NAME

Where did you get this address?  Post Office  City Building Dept.  911 Office  Other \_\_\_\_\_

**CONTRACTOR NAME:** \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

First Name      MI      Last Name

**CONTRACTOR COMPANY NAME:** \_\_\_\_\_

**Address:** \_\_\_\_\_

Street Name/Street Number      City      State      Zip

**LOCAL LICENSE #** \_\_\_\_\_ **Exp.Date** \_\_\_/\_\_\_/\_\_\_ **STATE LICENSE #** \_\_\_\_\_ **Exp.Date** \_\_\_/\_\_\_/\_\_\_

**Email:** \_\_\_\_\_

SECTION A	RESIDENTIAL	QUANTITY	FEE	TOTALS
ADMINISTRATIVE FEE			50.00	
CHANGE OUT OF FLOOR FURNACE OR WALL HEATERS			n/c	
CHANGE OUT OF WINDOW A/C UNITS			n/c	
CHANGE OUT OF ONE OR MORE COMPONENTS			30.00	
NEW CONSTRUCTION HEATING & A/C UNIT			60.00	
REPLACE COMPLETE HEATING & A/C UNIT			60.00	
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SECTION B	COMMERCIAL	QUANTITY	FEE	TOTALS
ADMINISTRATIVE FEE			100.00	
CHANGE OUT ONE OR MORE COMPONENTS			30.00	
FLOOR FURNACES OR WALL HEATERS				
0-5 UNITS MINIMUM PERMIT FEE			30.00	
6 OR MORE UNITS (FEE PER UNIT)			6.00	
NEW CONSTRUCTION HEATING & A/C UNIT				
0-10 TONS			60.00	
OVER 11 TONS (FEE PER TON)			6.00	
REPLACE COMPLETE HEATING & A/C UNIT			60.00	
WALK-IN COOLERS				
0-10 TONS MINIMUM PERMIT FEE			30.00	
OVER 11 TONS (FEE PER TON)			3.00	
WINDOW A/C UNITS				
0-5 UNITS MINIMUM PERMIT FEE			30.00	
6 OR MORE UNITS (FEE PER UNIT)			6.00	
<b>TOTAL PERMIT FEE</b>				<b>\$</b>

**NOTICE:** Applicant please read the following and sign below to complete this application.

1. Heating and cooling units shall have it's own circuit breaker and means of disconnecting the unit within reach and visible from unit.
2. When a unit is installed in attic the following shall be provided:
  - A. A light at the unit with switch at the access opening.
  - B. Access opening will be as large as the largest piece of equipment and in no case less than 22x36 inches.
  - C. A catwalk 24 inches wide from access opening to the unit, where a 30-inch wide deck is required for servicing the unit with a 36-inch head height.
  - D. A secondary pan of ample size with a 3/4 inch rigid drain line run to a visible location shall be installed under the cooling coils.
  - E. Units must be elevated to insure proper drainage of condensate lines.
3. Code violations found when equipment is being changed out shall not be reconnected until all code violations are corrected.
4. This permit becomes null and void if work or construction authorized is not commenced within 6 months, or if construction or work is suspended or abandoned for a period of 6 months at any time after work is commenced.
5. I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of law and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provision of any other state or local law regulating construction or the performance of construction.

The applicant shall not begin work until the permit application is approved and signed by the appropriate City Official.

SIGNATURE OF OWNER (IF OWNER BUILDER) OR CONTRACTOR OR AGENT \_\_\_\_\_ DATE \_\_\_\_\_

BUILDING OFFICIAL, CITY OF HAMMOND \_\_\_\_\_ DATE \_\_\_\_\_  
 or BUILDING INSPECTOR

\*\*\*\*\*FOR OFFICIAL USE\*\*\*\*\*

AMOUNT PAID\$ \_\_\_\_\_ CHECK# \_\_\_\_\_ CASH DATE PAID / / \_\_\_\_\_