



Upper Dublin Township

801 Loch Alsh Avenue
Fort Washington, PA 19034
Phone: 215-643-1600
Fax: 215-643-8843
www.upperdublin.net

**Mechanical & Fuel Gas
Permit Application**
(Formerly HVAC)

**PLEASE PRINT OR TYPE ALL INFORMATION - IF NOT APPLICABLE, WRITE "N/A"
INCOMPLETE INFORMATION WILL DELAY PERMIT APPROVAL**

PERMIT #		APPLICATION DATE:	
PROPERTY LOCATION			
Address:			
PROPERTY OWNER / BUILDING MANAGEMENT COMPANY			
Owner/Company:		Contact:	
Street Address:			
City:		State:	Zip:
Phone:	Cell:	Email:	
LESSEE / TENANT INFORMATION			
Company:		Contact:	
Street Address:			
City:		State:	Zip:
Phone:	Cell:	Email:	
CONTRACTOR INFORMATION			
<input type="checkbox"/> No Contractor - Homeowner will be performing all work - MUST SIGN VERIFICATION ON PAGE 3			
Company:		Contact:	
Street Address:			
City:		State:	Zip:
Phone:	Cell:	Email:	
CONTRACTOR REGISTRATION & INSURANCE INFORMATION (no permit will be issued until all information has been supplied)			
Contractor Registration Form Attached:	<input type="checkbox"/>	Already on File:	<input type="checkbox"/>
		Will Provide:	<input type="checkbox"/>
Certificate of Insurance Attached:	<input type="checkbox"/>	Already on File:	<input type="checkbox"/>
		Will Provide:	<input type="checkbox"/>

PROPOSED WORK

- RESIDENTIAL WORK - Copy of Contract, Specifications, Installation Instructions, and/or Plan Required
- COMMERCIAL WORK - Copy of Contract, Signed & Sealed Plans, Specifications & Installation Instructions Required

NEW/ADDITIONAL UNIT INSTALLATIONS - Electrical Permit Required with two sets of Electrical Underwriter Approved Plans, Gas Line Diagram, PECO's Increase of Natural Gas Load Form Required

CONVERSION FROM ONE FUEL TYPE TO ANOTHER - Please specify fuel types
 From: _____ To: _____
NOTE: Fire Protection Permit Required for Tank Removal

New Ductwork - Plan Required

Extension of Existing Supply/Return Ducts Only

Type of Fresh Air Ventilation (specify):

# OF NEW UNITS	# OF REPLACE-MENT UNITS	DESCRIPTION / TYPE OF UNIT	FUEL TYPE	INSTALLATION LOCATION
		Furnaces		
		Boilers		
		Heat Pumps		
		Air Conditioners		
		Air Handlers		
		Gas Inserts		
		Gas Fireplace		
		Diffusers		
		Kitchen Hood		
		Other (specify):		
		Other (specify):		
		Other (specify):		

PERMIT FEE

(\$25 per \$1,000 of estimated cost of construction, plus \$4.50 UCC fee)

Total Estimated Cost, including Labor & Materials (Copy of Contract Required):

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Permit Fee:	
UCC Fee:	
Total:	

APPLICANT INFORMATION & CERTIFICATION

HOMEOWNER VERIFICATION: *As the Homeowner, I will be performing all work and accepting full responsibility for all inspections and workmanship.*

(Signature):

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent. I also certify that all information on this application is correct and will be completed in accordance with the approved construction documents and PA Act 45 (Uniform Construction Code) and any additional approved building code requirements adopted by Upper Dublin Township.

Finally, I understand that an application for a Mechanical & Fuel Gas Permit and payment of the permit fee does not constitute issuance of a permit and permission to start the job. No work may start until the permit application has been reviewed, approved, and processed, and the Mechanical & Fuel Gas Permit has been issued.

Applicant's Name:

Applicant's Signature:

Date:

OFFICE USE ONLY - PERMIT REVIEW AND APPROVAL

Approved By:

Date:

Comments:



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PERMIT REQUIREMENTS

PROPERTY LOCATION: _____

- A copy of the Permit **MUST BE KEPT ON SITE** at all times.
- A copy of the approved set of plans **MUST BE KEPT ON SITE** at all times.
- Inspections require **AT LEAST** 24 hours' notice. For job flow, inspections should be scheduled several days in advance.
- All inspections indicated on the Building Inspection Checklist are required, as well as any additional inspections called for by the Building Inspector on site.
- Please call **215-643-1600 x3305, 3205, 3405, or 3505** for inspections.
- Any **CHANGES FROM THE APPROVED PLANS MUST BE AUTHORIZED** by the Code Enforcement Department. Approval of the revised plans is subject to the same review process as the original plans. An additional permit fee may be charged depending on the extent of the variation from the original plans.
- All work must conform to the IBC / IRC 2009 under the Pennsylvania Uniform Construction Code administered and enforced by Upper Dublin Township Section 73-6, A.

As the Property Owner or the Property Owner's Representative, I agree to the above conditions of the permit as well as any additional notations made on the approved plans.

If the above requirements are not adhered to, a **STOP WORK ORDER** will be issued until the job is brought into compliance.

Printed Name & Position

Signature

Date