



DEPARTMENT OF NEIGHBORHOOD SERVICES

Mechanical Division
P. O. Box 15225
Chesapeake, VA 23328

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Date: \_\_\_\_\_

APPLICATION FOR MECHANICAL/GAS PERMIT

A permit is hereby requested to install the following mechanical/gas/fire protection system at:

Address \_\_\_\_\_ Suite # \_\_\_\_\_

Subdivision \_\_\_\_\_ Builder/Owner/Occupant \_\_\_\_\_

Mechanical Co. Name \_\_\_\_\_ State Reg. # \_\_\_\_\_
Owner/Master Mech. Signature \_\_\_\_\_ Phone \_\_\_\_\_
Master Gas Fitter Signature \_\_\_\_\_ Phone \_\_\_\_\_
PRINT Signature Name \_\_\_\_\_ Ches. Bus. License # \_\_\_\_\_
Business Address \_\_\_\_\_

Structure is \_\_\_New \_\_\_Foundation \_\_\_Old \_\_\_Addition \_\_\_Moved \_\_\_Residential \_\_\_Commercial \_\_\_Industrial
Code Used: \_\_\_Inter. Mech. Code (IMC) \_\_\_Inter. Res. Code (IRC) \_\_\_Inter. Fuel Gas Code (IFGC)

MECHANICAL EQUIPMENT AND NUMBER OF UNITS TO BE INSTALLED
MINIMUM PERMIT FEE \$35.00
(Fuel)
Gas Pack \_\_\_\_\_ Gas Logs \_\_\_\_\_ Woodstove \_\_\_\_\_ Fireplace (Type) \_\_\_\_\_ Size (BTU) \_\_\_\_\_
Heat Pump (Air to Air) \_\_\_\_\_ Heat Pump (Water to Air) \_\_\_\_\_ Other \_\_\_\_\_ Size (BTU) \_\_\_\_\_
Furnace: Electric \_\_\_\_\_ Oil \_\_\_\_\_ Gas \_\_\_\_\_ Water Heater Vent \_\_\_\_\_ LP Tank \_\_\_\_\_ Size (BTU) \_\_\_\_\_
Ventilation System: AC \_\_\_\_\_ HVAC \_\_\_\_\_ Commercial Hood \_\_\_\_\_ Paint Booth \_\_\_\_\_ Size (BTU) \_\_\_\_\_
Elevator(s) \_\_\_\_\_ Escalator(s) \_\_\_\_\_ Other \_\_\_\_\_ Contract Value \$ \_\_\_\_\_ Check fee schedule \$ \_\_\_\_\_
State Levy \$ \_\_\_\_\_ Permit fee \$ \_\_\_\_\_

GAS INSTALLATION/PIPING
MINIMUM PERMIT FEE \$35.00
Boiler \_\_\_\_\_ Logs \_\_\_\_\_ Gas Pack Comb. \_\_\_\_\_ Water Heater \_\_\_\_\_ Furnace \_\_\_\_\_ Range \_\_\_\_\_ Grille \_\_\_\_\_ Dryer \_\_\_\_\_
Fireplace \_\_\_\_\_ LP Service Line \_\_\_\_\_ Other \_\_\_\_\_ Sized for \_\_\_\_\_ Pressure (lbs or inches)
Gas Type: \_\_\_Natural \_\_\_LP Total BTU \_\_\_\_\_ Contract Value \$ \_\_\_\_\_ Permit Fee \$ \_\_\_\_\_

A diagram showing mechanical/gas equipment sizing, duct design and BTU's is required. This diagram may be faxed after the permit is issued but prior to any inspection. Please reference the applicable permit number on the diagram.

The code official shall be notified when the construction reaches the stage of completion for an inspection. The permit holder shall assure that the inspections have been conducted and approved by the code official when applicable. A certificate of occupancy, indicating completion of the work for which a permit was issued, shall be obtained prior to any occupancy. I understand that the permit is granted for the work shown and described in this application. Any falsification, misrepresentation or misleading information given VOIDS the permit.

## MECHANICAL PERMIT FEE SCHEDULE

**MINIMUM FEE: \$35.00**

Fee shall be \$35.00 for the first \$1,000 in value, plus \$6.00 per each additional \$1,000 value or fraction thereof.

<b>Value</b>	<b>Fee</b>	<b>Value</b>	<b>Fee</b>
0 – 1,000	\$ 35.00	10,001 – 11,000	\$ 95.00
1,001 – 2,000	\$ 41.00	11,001 – 12,000	\$101.00
2,001 – 3,000	\$ 47.00	12,001 – 13,000	\$107.00
3,001 – 4,000	\$ 53.00	13,001 – 14,000	\$113.00
4,001 – 5,000	\$ 59.00	14,001 – 15,000	\$119.00
5,001 – 6,000	\$ 65.00	15,001 – 16,000	\$125.00
6,001 – 7,000	\$ 71.00	16,001 – 17,000	\$131.00
7,001 – 8,000	\$ 77.00	17,001 – 18,000	\$137.00
8,001 – 9,000	\$ 83.00	18,001 – 19,000	\$143.00
9,001 – 10,000	\$ 89.00	19,001 – 20,000	\$149.00

Continues \$6.00 per \$1,000 value or fraction thereof without limit.

\*Townhouses for sale and condominiums – Fees calculated on each individual unit.

\*Apartments and duplexes – Fees calculated per building.

\*Late fee for beginning work without a permit - \$75.00

\*Reinspection fee - \$35.00

## GAS PERMIT FEE SCHEDULE

For issuing each permit, the fee shall be \$35.00. In addition to the \$35.00 fee for issuing each permit, a fee of \$2.00 per gas outlet will be charged.

**NOTE: 1.75% of the total fee must be added for state levy.**

**Processing of your application as quickly as possible is our goal. Please check the following to expedite this process:**

- **Is your check signed and in the correct amount?**
- **Is your state contractor's license and city business license up to date?**
- **Is your application complete, i.e., contract value, building permit number, class A, B or C circled?**
- **For your convenience, you may fax us your inspection requests, 24 hours a day, 7 days a week.**
- **For your convenience, you may pay for your permit(s) by Discover/Novus credit card by fax.**
- **Asbestos inspection and certification may be required prior to permit issuance pursuant to § 54.1-503 of the Code of Virginia.**