

Important Information

Please refer to the “How to fill out an HVAC Permit Application” on the following page when filling out your form. HVAC permits must be filled out completely. If some sections do not apply, N/A should be noted in the proper locations. Keep in mind, if a permit is not filled out completely, it may be accepted at the counter but returned upon further review by the HVAC Inspector.

This is a sample application, displayed for informational purposes only. It is not meant to be printed off this web page and filled out. The actual application forms are printed on scored cardstock due to frequent handling by inspectors in the field and are only available in the Building Inspection Office, Town Hall, second floor.

Emergency Replacement Work

Emergency boiler or furnace replacement work can be performed prior to permit, but a permit must be applied for during or after replacement. If you are going to replace a unit, it is beneficial to call an HVAC Inspector to explain the situation.

Inspections

HVAC inspections must be done at the rough stage of construction, before the work is covered by walls or ceilings. **Inspections will be made only when the work is 100% complete.** The Permittee on the building permit is responsible to insure that work is complete prior to requesting an inspection.

How to Properly Fill Out an HVAC Permit Application

Below is a sample of an HVAC Permit Application with notations as to how to properly fill out parts of the form where errors or omissions are most common.

Application must be filled out completely or it will not be accepted.

Side 1

- 1 If the proposed trade work is part of a larger project and if there is a building permit issued, you must obtain the building permit number from the owner or General Contractor and enter it here.
- 2 Complete all building owner and location information.
- 3 Flood zone information available at Building Division front desk. Ask to see flood map if not sure.
- 4 Complete all building occupancy information.
- 5 Indicate if there is a Building Permit and indicate the General Contractor. (If the G.C. is the owner, list owner name.)
- 6 List value of work proposed under this application. Permit fee is based on this value (\$12 per \$1000 value. (Min. fee \$40.00) **There is no fee**, and value of work does not have to be noted if there is a Building Permit for the project and it is listed on the application under #1.

DIVISION OF BUILDING INSPECTION, DPW
101 FIELD POINT ROAD, GREENWICH, CT
PHONE - 203-622-7754

APPLICATION FOR HVAC WORK

The undersigned in accordance with the Connecticut State Building Code hereby applies for a permit to perform HVAC work as listed herein and agrees to conform strictly to the applicable codes and to promptly give notice to this office when work is ready for all required inspections.

Building Owner _____	Owner's Address _____
Building Location _____	Feet (N S E W) Side of nearest cross street _____
Tenant name _____	Address _____
Building occupied as _____	If changed, new occupancy _____
Is there a building permit on this job? <input type="checkbox"/> Yes <input type="checkbox"/> No _____	No. of Dwelling units: Current _____ Proposed _____
General Contractor _____	Permittee (Print) _____
Value of Work \$ _____	Permit Fee \$ _____
Amend No _____	Amend Fee \$ _____
Zoning Approved by _____	Permittee (Signature) _____
Application Approved By _____	CT Lic. # _____
	Address _____ City _____
	State _____ Zip _____ Phone # _____
	LICENSING INFORMATION
	Cont. Authorized Agent _____

ATTACH LETTER PER P.A. 91-95

- 7 The Permittee can only be the owner or a CT Licensed Contractor with an appropriate license for the proposed work. (Authorized Agents filing for Licensed Contractors **do not** place name here. See #11.)
- 8 Must be the signature of Permittee listed on #7 above. **Cannot** be signature of Authorized Agent from #11. This line can be left blank when an authorized agent signs for the licensed contractor on line #11.
- 9 Address and phone number of Permittee listed on #7 above.
- 10 CT Trade License number of Permittee listed on #7 (required to be appropriate license for proposed work).
- 11 Authorized Agents filing permits for licensed contractors sign here and attach authorization letter from licensed contractor per Public Act 91-95. (**Do not** sign on #8.)

Side 2

If section is not applicable, enter N/A in space.

- 12 This section is required to be filled out for new buildings and additions when installation of HVAC system is proposed.
- 13 **Required to be completed under the following conditions:**
 - New installations of boilers, furnaces, and ac units for **new buildings** and for additions when a **new room** is added.
 - Permits for ductwork or baseboard heat when extended into a **new room**.

Note: Copy of heat loss calculations shall be attached to permit application. It **does not** require PE seal or signature.

Not required to be completed under the following conditions:

 - HVAC work only. No other work proposed requiring a building permit.
 - For replacement or conversion of boiler, furnace or ac unit. No other work proposed.
 - Alterations that **do not** include additions to the building.
 - Additions that are **only extensions of existing rooms**.
 - Finishing off previously unfinished space (i.e.: basements, attics, etc.)
 - Permits for kitchen hood ductwork

FOLLOWING TO BE COMPLETED BY PERMITTEE (FOR INSTALLATION OF HEATING OR AIR CONDITIONING SYSTEMS ONLY)

Area of Building	Existing	Proposed	Total SF
Basement			
First floor			
Second floor			
Third floor			

ATTACH COPY OF ENERGY CALCULATIONS and indicate below method used:

MODEL ENERGY CODE (1995 ed.)
Required for **ALL NEW** construction regardless of square footage (including all commercial projects and dwellings)

ACCA MANUAL J
Required for **EXISTING** buildings meeting **ALL** of the following:
 1. Under 4800 SF floor area **PER FLOOR**
 2. No structural or interior renovations
 3. Replacement or upgrade of HVAC equipment (including complete HVAC systems)
 4. One or two family dwellings

NOTE

All work will be reviewed and inspected in accordance with the following codes:
INTERNATIONAL MECHANICAL CODE - 1996
 All commercial projects and all new one and two family dwellings **OVER 4800 SF PER FLOOR** or **OVER TWO STORIES IN HEIGHT** (including existing buildings and additions.)
CABO ONE AND TWO FAMILY CODE - 1995
 New construction of one and two family dwellings **UNDER 4800 SF PER FLOOR** and **TWO STORIES OR LESS IN HEIGHT** (includes existing buildings and additions.)

LOCATION AND DESCRIPTION OF WORK

Required to be filled out by the permittee as listed on the front of this application. Incomplete forms will not be accepted. (Please Print)

OWNER AUTHORIZATION

(Only required if not filed under a Bldg. Permit (SEC 29-263 CGS))
 I hereby state that I am the owner of the property listed on the front of this application and hereby authorize the agent listed below to act on my behalf to complete and file this application for the work listed herein.

OWNER:..... (print)

OWNER (signature)

AGENT (contractor)..... (print)

AGENT (contractor)..... (signature)

PERSONS PERFORMING THE WORK

Project Supervisor/Foreman.....

CT License #..... License Type.....

List other employees on job with license information

1.
 CT License #..... License Type.....

2.
 CT License #..... License Type.....

- 14 A brief description of work must accompany **ALL** permit applications.
- 15 Owner authorization is **ONLY** needed if this Trade Permit is not filed under a Building Permit, in which case a permit fee is required.
- 15a Owner's name must be printed to ensure correct spelling.
- 15b Owner's signature required. Application will not be accepted without this signature.
- 15c Same as permittee on #7 above. Print name.

- 15d Permittee signature same as #8 above.
- 17 Indicate persons performing work. This shall be filled out for **ALL** applications.
Note: If owner is permittee and is not doing the work, the person doing work must be indicated. In this case the person must have the appropriate CT Contractor's License.

TAX STAMP

NO DELINQUENT SEWER OR REAL ESTATE TAXES DUE

PROP. I.D.# _____

DATE: _____

Trade Permits not filed under Building Permits require a "tax stamp" from the Tax Collector's Office on the application. To obtain this stamp you must have the Parcel I.D. number from the Tax Assessor's Office.

See other side for important information about inspections.