



MECHANICAL PERMIT APPLICATION

Permit # _____

Job Address _____

Residential ☐ Commercial ☐

Parent Permit # _____

Property Owner/Applicant _____

Ph. 1 _____

Address _____

Ph. 2 _____

City _____

State _____

Zip _____

Email _____

Contractor _____

Ph. 1 _____

Address _____

Ph. 2 _____

City _____

State _____

Zip _____

Email _____

State Contractor License # _____



A



B



C

No. Units	Equipment	Type of Fuel				Location			
		Electric	Gas	Oil	Solar	Roof	Attic	On Grade	Furnace Room
	Comb. H/AC								
	Cooling								
	Heating								
	Heat Pump								
	Boiler – High Pressure		Escalator		Incinerator		Ranges / Ovens		Tank - LPG
	Boiler – Low Pressure		Fuel Supply Piping		Lift		Refrigeration Equipment		
	Compactor		Hood		Mini Split		Spray Booth		
	Elevators		Humidifier		Process Piping		Tank – Flammable Liquid		
Fire Suppression System									
	Limited Area Sprinkler Heads				Standpipe				
	Water		Foam		Dry Chemical				
	Spray		CO ₂		Wet Chemical				
					Halogenated				

Job Description in Detail _____

Total Value of Project _____

Applicant's Printed Name _____

Applicant's signature _____

Date _____

Owner / Agent Exemption Worksheet*

*Only applies to an applicant who is **NOT** a Virginia State Licensed Contractor

OWNER / AGENT _____

PHONE NUMBER _____

PROPERTY ADDRESS _____

THIS DOCUMENT CONTAINS IMPORTANT INFORMATION REGARDING CONTRACTORS LICENSURE LAW AS DEFINED IN TITLE 54.1 CHAPTER 11 CODE OF VIRGINIA. PLEASE READ CAREFULLY BEFORE SIGNING.

Prior to the issuance of a permit to construct, remove or improve any structure, Section 108.4 of the Virginia Uniform Statewide Building Code (USBC) requires the applicant to either:

1. Be duly licensed or certified under the terms of Chapter 11 of Title 54.1 of the Code of Virginia, **or**,
2. File a written statement, supported by an affidavit that he is not subject to such licensure or certification.

Exemptions from contractor licensing are listed below. Please indicate the applicable exemption by checking the corresponding box.

- ☐ The work consists of the construction, removal, repair or improvement of my primary residence and I have not owned more than one primary residence in Virginia during the past 24 months.
- ☐ I am the owner of the property and the structure will be a gift to a member of my immediate family who will live in it upon completion.
- ☐ The work consists of the repair of and/or improvement to an existing commercial, retail, industrial or manufacturing facility and is for my own use.
- ☐ The structure consists of one or more residential dwelling units owned by me and is subject to the Virginia Residential Landlord Tenant Act (§ 55.1-1200 et seq.). A valid lease agreement to prove tenancy must be provided.
- ☐ Any other specified exemption listed in § 54.1-1101, Code of Virginia. Please specify exemption:

Affidavit

I (print name) _____ affirm that I am performing, managing or superintending work consisting of improvements to real property located at _____ and that I have applied for a permit. I also affirm that I am familiar with the prerequisites of Section 54.1-1101 of the Code of Virginia and that I have read the exemptions above and I am not subject to state licensure.

State of _____
City/County of _____ to wit:

I the undersigned Notary Public for the aforesaid jurisdiction, do hereby certify that _____, owner of the property described in this Affidavit and whose name is signed to the foregoing Affidavit, has appeared before me on this ____ day of _____, 20____ and acknowledge the same as true and correct.

Notary Public

My Commission expires: _____

Notary Seal