



MECHANICAL PERMIT

Two (2) complete plan sets and an electronic copy of all plan sets will be required. Applicant will need the following information:

Permits are required when: an owner, authorized agent or contractor who desires to Erect, Install, Enlarge, Alter, Repair, Remove, and Convert or replace a mechanical system.

The installation of which is regulated by this code, or to cause such work to be done, shall first make application to the code official and obtain the required permit for the work.

Exception: Where equipment and appliance replacements or repairs must be performed in an emergency situation, the permit application shall be submitted within the next working business day of the department of mechanical inspection.

Permits shall not be required for the following:

1. Portable heating appliances
2. Portable ventilation appliances and equipment
3. Portable cooling units
4. Steam, hot water or chilled water piping within any heating or cooling equipment or appliances regulated by this code
5. The replacement of any minor part that does not alter the approval of equipment or an appliance or make such equipment or appliance unsafe.
6. Portable evaporative coolers.
7. Self-contained refrigeration systems that contain 10 pounds (4.5 kg) or less of refrigerant, or that are actuated by motors of 1 horsepower (0.75 kW) or less.
8. Portable fuel cell appliances that are not connected to a fixed piping system and are not interconnected to a power grid.

Exemption from the permit requirements of this code shall not be deemed to grant authorization for work to be done in violation of the provisions of this code or other laws or ordinances of this jurisdiction.

Mayor
John F. Cook

City Council

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City Manager
Joyce A. Wilson