

Permit No. _____

Date _____

Building
Permit No. _____

City of Willoughby

DEPARTMENT OF PUBLIC SAFETY- DIVISION OF BUILDING INSPECTION
One Public Square
Willoughby, Ohio 44094
(440) 953-4118 (440) 953-4167 (fax)

APPLICATION FOR HEATING, VENTILATION AND AIR CONDITIONING PERMIT

JOB ADDRESS _____ S/L _____

OWNERS NAME _____

APPLICANTS NAME _____ SIGNATURE _____

COMPANY NAME _____ PHONE _____

ADDRESS _____

DESCRIPTION OF WORK: _____

APPLICATION FEE: \$ _____

NEW INSTALLATIONS:

All Residential and Multi-Family R-2, R-3: \$ 50.00/dwelling unit \$ _____

All other OBC uses: \$150.00 \$ _____

All air conditioning systems (in addition to above) \$ _____

Minimum plus \$10.00 for first ton plus \$2.00/ton thereafter (# of tons _____)

ALTERATIONS AND REPAIRS:

NOTE: Electrical permit required for motors, blowers and electrical systems

All Residential and Multi-Family R-2, R-3: \$ 40.00 \$ _____

Heating and/or air conditioning unit replacement

All other OBBC uses: \$ 75.00 \$ _____

Space heater/through-wall heater(s) \$ 25.00 \$ _____

Industrial/commercial unit heater(s) \$ 25.00 \$ _____

Exhaust hood systems \$ 30.00 \$ _____

Exhaust ventilation duct system \$ 30.00 \$ _____

Miscellaneous (including duct extension) \$ 25.00 \$ _____

3% STATE TAX (OBC installations only) \$ _____

TOTAL FEE \$ _____

REFUNDABLE DEPOSIT (Separate check) \$ _____

Homeowner \$ 25.00

Contractor \$ 50.00

DO NOT WRITE BELOW THIS LINE – FOR OFFICE USE ONLY

INSPECTION RECORD:

SLAB _____ DATE / _____ ROUGH _____ DATE / _____ FINAL _____ DATE

(03-03)