



Village of Newburgh Heights Building Department

3801 Harvard Ave., Newburgh Heights OH 44105 Phone: 216-641-4654

Application for Mechanical Permit

Building Department Hours

9am to 5:30pm Monday through Friday
216-641-2716

Permit No. _____

Date Issued _____

Section 1 – General Information

Date _____

PLEASE PRINT OR TYPE

Estimated cost of Project \$ _____

Address of construction _____

Owner's name _____ Phone _____

Owner's address _____

Contractor _____ Business phone _____

Contractor's address _____
Street City State Zip

Section 2 – Description of Property and Project

Type of Structure	Type of installation	# of units	Type of installation	# of units	Venting information	# of units
Single family	Furnace	_____	Roof top unit	_____	Existing chimney	_____
Two family	Duct work	ft. _____	Replacement	_____	Inside	_____
Three family	Hot water boiler	_____	New (plans required)	_____	Outside	_____
Apartment	Steam boiler	_____	Exhaust fan	_____	Type-B Metalbestos	_____
Commercial	Air conditioner	_____	Hood fan	_____	Type-A Metalbestos	_____
Other (describe)	(site plan required)	_____	Refrigeration	_____	Reline chimney	_____
Type of Work	Air handler	_____	Cooling tower	_____	Direct vent	_____
New structure	Thru the wall heater	_____	Other	_____		
Addition	Unit heater	_____				
Alteration	Gas logs	_____				
Repair	Wood burning unit	_____				
Demolition						
Replacement						
Other (describe)						

For A/C condensing units, site plan showing unit location(s), distance to property lines, etc., must be submitted on a separate sheet.

Specifications

Make _____
BTU Input _____
Tonnage _____

Contractor is required to schedule a rough-in inspection before any concealment.

By signing the application, the applicant certifies that the installation will comply with the regulations of the Newburgh Heights Building Code and State Codes.

TO THE BUILDING COMMISSIONER: This application is submitted for a permit to erect, add to, alter or repair a structure as described in this application and any drawings which accompany it. The acceptance of the permit shall be considered an agreement on the part of the applicant or his agents to comply with the Building and Zoning codes of the City of Newburgh Heights, or other orders, requirements or specifications slated in the permit.

In signing this application, the contractor or owner's agent certifies that the work is authorized by the owner or record.

Applicant's signature _____ Print name _____ Date _____
Applicant is Owner Contractor Owner's agent

DO NOT WRITE BELOW THIS LINE

Section 3 – Additional Requirements (to be filled out by staff)

Reference building permit number _____

Section 4 – Approval and Fees

Building Official _____ Date _____

Amount _____ Cash/Check # _____