

HVAC PERMIT APPLICATION INSTRUCTIONS

A HVAC permit is needed when:

- furnace is added
- furnace is replaced
- additional duct work is added or moved
- central air is added
- central air is replaced

Who can take out a plumbing permit:

- property owner
- heating contractor
- NOTE: for larger projects such as new homes, new commercial, additions, finishing off of basements, etc., if a general contractor is involved, the general contractor can sign all permits, including the heating. One application form should include all permits being applied for.

Complete Wisconsin Uniform Building Permit application. [If project is being done in connection with a larger project, a separate application is not required]

Permit application to include:

- Owners name, mailing address and telephone number (if tenant applying for permit, letter is needed from property owner allowing project)
- Contractor's name, mailing address, telephone number
- Current use of property/building
- Property address
- Estimated cost of project

- Description of project

- Permit Fee:
 - New Construction and Additions
 - Residential
 - \$35.00 plus .025 per square foot, Minimum \$50.00
 - Commercial
 - \$35.00 plus .035 per square foot, Minimum Fee of \$75.00
 - Alterations, Remodeling and Repair
 - Residential
 - Minimum Fee of \$50.00
 - Commercial
 - 1% of HVAC project cost, Minimum Fee of \$75.00

Any work begun before a permit is secured, all fees are doubled.

Give permit application to Building Inspector for approval and signature.