

MECHANICAL PERMIT APPLICATION



Check One: ☐ Non-Residential ☐ Residential

Mechanical Permit must be issued before construction begins. Application for this permit may be made to the Building Official.

Application is hereby made for a Mechanical Permit in accordance with the description and for the purpose hereinafter set forth. This application is made subject to all local and state laws and ordinances and the undersigned hereby agrees to said laws and ordinances which shall be deemed a condition of applying for this permit.

MECHANICAL PLANS ARE REQUIRED.

ALL MECHANICAL WORK MUST COMPLY WITH THE VIRGINIA UNIFORM STATEWIDE BUILDING CODE OR THE INTERNATIONAL MECHANICAL CODE.

Application Date _____ Associated Building Permit Number (if any) _____

Applicant Name _____

Applicant is (check one): ☐ Property Owner ☐ Lessee ☐ Agent ☐ Contractor

PROJECT SITE ADDRESS:

_____ City _____ State _____ Zip _____

PROPERTY OWNER INFORMATION

Name _____

Mailing Address _____

Home Phone _____ Work Phone _____ Email _____

CONTRACTOR INFORMATION

Name _____ DBA Name _____

Address _____

Phone _____ Mobile Phone _____ Email _____

Contractor License # _____ Master License # _____

Master HVAC/Gas Fitter's Phone _____

MECHANICAL INFORMATION

Use of Structure _____ Mechanical Work (sq. ft.) _____

Nature of Work (*check one*): ☐ New Construction ☐ Alteration/Remodel

☐ HVAC System ☐ Gas Lines ☐ HVAC Replacement Unit ☐ Furnace Replacement

Scope of Work _____

Additional Comments _____

Estimated Project Cost _____ (Labor & Materials ONLY)

USBC Code Year 2021

I hereby certify that I have the authority to make the foregoing application, that the information given is correct and that the construction will conform to the regulations of the Virginia Uniform Statewide Building Code, Zoning Ordinance, and any private building restrictions that may be imposed upon the above property by the deed. Also, I hereby agree to restore all damages to sidewalks, streets, alleys, sewers, gas mains, and electrical installation that may result.

I further certify that I have or will contact Montgomery Co. Planning and GIS Services to discuss the proposed project to ensure that it will comply with all applicable development and zoning codes.

Printed Name of Permit Applicant

Signature of Permit Applicant

MUST SATISFY ALL FIELD INSPECTIONS

Updated 4/2025