

ST. JOSEPH COUNTY/SOUTH BEND BUILDING DEPARTMENT  
 125 S. LAFAYETTE BLVD. SUITE 100  
 SOUTH BEND, INDIANA 46601  
 Phone: 574-235-9554/Fax: 574-235-5541

## APPLICATION FOR HVAC PERMIT

PERMIT #: <b>BD</b> _____	DATE: _____
PROPERTY ADDRESS: _____	
OWNER NAME: _____	PHONE: _____
MAILING ADDRESS: _____	

PLEASE COMPLETE THE CHART BELOW, NOTING THE QUANTITY OF EACH ITEM ON THE LEFT, AND CALCULATING THE FEES ON THE RIGHT. FIND OUR FEE SCHEDULE AT THE LINK BELOW:  
<https://southbend.in.gov/wp-content/uploads/2018/07/Fee-Schedule-2020.pdf>

**\*PROVIDE CFM's PER SYSTEM, NOT TOTAL**

Qty.	Description	Amount	Fees Owed
	Furnaces: Gas: ___ Oil: ___ BTU's: _____ Electric(kw) _____		
	Air Conditioner(s): ___ Tons: _____ EMI airblowers: _____		
	Ventilating and Exhaust System: CFM's _____		
	Ventilating Commercial Hoods(including make-up air)CFM's: _____		
	Refrigeration: Hsp: _____		
	Rooftop Combination: Tons: _____		
	Heat Pump/Mini-split (heads as ducts below): BTU 's/Tons: _____		
	Boilers: BTU's _____ Water: _____ Steam: _____		
	VAV box w/coil/Thru-Wall Combination Heat/Air _____		
	Air Handler/Make-up Air ONLY (not with Hood)CFM's: _____		
	Ducts and register: No. of openings: _____		
	Back-up generator-gas line: 10 Kv or less: _____ Over 10 Kv: _____		
	Gas Reconnection: _____ Gas Outlet(s): _____		
	Woodburning stoves _____		
	Other: _____		
	<b>MINIMUM PERMIT FEE: \$40.00</b>		
	<b>Total:</b>		

It is hereby certified that the work herein called for is in accordance with the provisions of the Mechanical Codes of St. Joseph County and the City of South Bend, Indiana.

Mechanical Contractor: \_\_\_\_\_  
**(Please list Company Name, how licensed within our jurisdiction)**

Phone Number: \_\_\_\_\_

\*See Fee Schedule for permit fees