

PAYMENT:
 CHECK # _____
 CARD WE DO NOT ACCEPT AMERICAN EXPRESS
 CASH EXACT PAYMENT MAY BE REQUIRED IF WE ARE UNABLE TO MAKE CHANGE FOR CASH PAYMENTS

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

IF APPLYING FOR A DUPLEX OR MULTI-UNIT BUILDING, PLEASE COMPLETE SEPARATE APPS FOR EACH UNIT

BD: _____	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: _____ Replacement: YES <input type="checkbox"/> NO <input type="checkbox"/>		
	Ventilating and Exhaust System: CFM's _____		
	Commercial Hoods (must add MUA as Furnace above) CFM's: _____		
	Refrigeration: Hsp: _____		
	Rooftop Combination: Tons: _____		
	Heat Pump/Mini-split (heads as air handler 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: _____		
	MINIMUM PERMIT FEE: \$40.00	Total:	

***FOR GAS RECONNECTION, SEE GAS SAFETY PRESSURIZATION TEST**

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 registered within our jurisdiction)

Phone Number: _____

Email Address: _____

*See Fee Schedule for permit fees