HVAC PERMIT APPLICATION

Borough of Dormont
1444 Hillsdale Ave
Pittsburgh, PA 15216
412-561-8900

Non-Refundable Residential Application Fee: $50.00
Non-Refundable Commercial Application Fee: $100.00
Additional fees may apply based on Scope of Work proposed.

Applications that are completely filled-out and with the required supporting documents will be processed in the order they are received. All applications must have a valid property address, if the address is not valid your application will not be processed.

No construction work on building shall begin until the Zoning Department has approved business use and the Building Department has issued permits (if applicable). Any person who commences any work on or before obtaining the necessary permit(s) shall be subject to a penalty fee of $150.00 in addition to the required permit fee(s).

PROPERTY INFORMATION

Property Address _____ Lot and Block No. _____

Applicants Name _____

Address _____ City _____ State _____ Zip _____

Phone Number _____ (e-mail) _____

OWNER

Owner Name (If different from above) _____

Address (If different from above) _____ City _____ State _____ Zip _____

Phone _____

CONTRACTOR INFORMATION

Name _____ Contact Name _____

Contractor Address _____ Zip Code _____

Contractor Phone Number _____ Contractor e-mail _____
(Contractor must attach a copy of current insurance certificate.)

Design Professional (if applicable) _____

Phone Number _____ Email _____

PERMIT APPLICATION REQUIREMENTS

Site plan: Two (2) complete sets of construction drawings prepared by a registered design professional. Drawings should be specific and depict the current and proposed structures and use. Site plans must be drawn to scale (at 1 inch = 20 feet) on pages which are at least 8.5" x 14" with sufficient clarity and shall comprise the floorplan, detailing the: material, standards, dimensions, elevations and installation method that will be of sound construction and in compliance with the provisions of the Pennsylvania's Uniform Construction Code (ICC) and any applicable ordnances required by the Borough of Dormont (sketches cannot be accepted).

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A/C unit or generator units located outside of the building must submit two (2) copies of a current property survey marked with location of unit.

Items Installed	Survey Required
New Furnace Only	No
Replacement Furnace Only	No
New A/C or Heat Pump	Yes
New Furnace & New A/C	Yes
Replacement A/C Only	Yes
Replacement Furnace & A/C Unit	Yes

Please Complete the Following:

• Replacement and/or relocation of grills, registers, & diffusers. ☐

• Alterations to supply/exhaust systems which do not require replacement of existing primary system equipment. ☐

• Alterations to hydronic systems which do not require replacement of existing primary system equipment. ☐

• The installation or relocation of meters, valves and other ancillary equip for previously approved mechanical systems. ☐

Location of Work (within structure): _____

Sq. Ft of Work Proposed: _____ Estimated cost of work $_____

Scope of Proposed Work (Check all that apply):

☐ Change in use with no work   ☐ No change in use   ☐ Electrical work

☐ Interior renovation   ☐ Partial change in use   ☐ HVAC/Mechanical work

☐ Exterior renovation   (portion of the structure changing use)   ☐ Sprinkler work

☐ Addition   ☐ Complete change in use   ☐ Fire Alarm work

☐ New Building (Use of entire structure changing)

Choose one: **Choose one:**

☐ Replacement A/C Unit with existing circuit   ☐ Up to 3,500 SF

☐ Replacement A/C Unit with new circuit   ☐ Over 3,500 SF

☐ New A/C Unit with new circuit   ☐ Two Family Unit

*Please provide **Name Plate** rating for A/C Unit: _____

I hereby agree to be bound by the provisions of the ordinances, specifications, regulations and restrictions as may be imposed by the Borough of Dormont regarding this application. I verify that the statements made in this application are true and correct. I understand that any false statements herein are made subject to the criminal penalties of 18 Pa.C.S. Â§ 4904, relating to unsworn falsification to authorities.

_____   _____

Applicants Signature   Date of Application

REVISED 1/13/2020

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For internal use only – to be completed by Borough office

☐ **Zoning: Approved**

Plans and Specifications and Plot Plan for the above application have been examined for Zoning, and I hereby certify that this application complies with the Ordinances of the Borough of Dormont, Pennsylvania, and approve the issuing of this Permit for same, after paying a Fee $_____.

Zoning District _____ Lot & Block _____ Zoning Hearing Y / N

_____   _____
Zoning Officer's Signature   Date

_____   _____
Building Official Signature   Date

☐ **Zoning: Disapproved**

Reason for Disapproval_____

_____   _____
Zoning Officer's Signature   Date

REVISED 1/13/2020