



CLARK COUNTY OHIO

COMMUNITY & ECONOMIC DEVELOPMENT

3130 East Main St., Springfield, OH 45503, Suite 1A | Phone: 937.521.2160 | Email: communitydevelopment@clarkcountyohio.gov

RESIDENTIAL HVAC APPLICATION

PLEASE PRINT OR TYPE

APPLICATION NO: _____

PLEASE SEE SUBMITTAL REQUIREMENTS PART B

1. PROJECT INFORMATION
Street Address
City/State/Zip
Parcel No.
Jurisdiction (City, Village, or Township)
Project Description
This project is:
Part of other New Construction, Alterations, or Change of Use
HVAC drawings included with building plans
A stand-alone New Work Project, Addition, or Repair

2. PROPERTY OWNER
Name
Address
City, State, Zip Code
Phone
Cell
E-Mail

3. CONTRACTOR
Company Name
Name
Address
City, State, Zip Code
Phone
Cell
E-Mail

4. APPLICANT
Company Name
Name
Address
City, State, Zip Code
Phone
Cell
E-Mail
I hereby certify that I am the Owner of Record or that I have been authorized by the Owner to make this application as his Agent, and that we agree to conform to ALL laws of the County and the State, and that all information on this application is truthful to the best of my knowledge. I also understand that UPFRONT FEES ARE NON-REFUNDABLE AND NONTRANSFERABLE.
Applicant Signature
Date

OFFICE USE ONLY

Table with HVAC PERMIT FEES: Application Fee \$40, Plan Review Fee \$20, New System \$90, Replacement System \$45, Solid Fuel Appliance \$45, Ventilation Equipment \$45, Refrigeration \$45, Ductwork/Alteration \$45, Unit Heaters/Mini Split \$45, Additional Inspection \$45, Special Inspection \$45, Work Without Permit \$200

Table with SUBTOTAL, 1% OBBS State Assessment Fee, and TOTAL PERMIT FEE

UPFRONT FEE \$40.40
*Balance will be due once the application has been approved.

OFFICE USE ONLY

Received: Counter Mail Fax E-mail
Intake Person
Date
Upfront Fee Paid \$
Plan Reviewed by
Date
Plans Approved by
Date
Balance Due \$
Notified Permit Ready
Date
Date Picked Up

RESIDENTIAL HVAC PLAN SUBMITTAL FORM Part B

General Instructions

- The application shall be filled out completely.
- Applications can be applied for in office, by mail, or online thru our web portal @ www.clarkcountyohio.gov.
- All work shall conform to the current edition of the *Residential Code of Ohio*.

Submittal Requirements

NEW DWELLINGS /ROOM ADDITIONS

1. Duct layout. 2. ACCA Manual J load calculations. 3. Manufacturer's specifications for the appliance/equipment.

BASEMENT FINISH

1. Duct layout. 2. Exhaust. 3. Mechanical ventilation unless approved glazing is provided.

HEATING AND COOLING EQUIPMENT AND APPLICANCES SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S INSTALLATION INSTRUCTIONS AND THE REQUIREMENTS OF THE RESIDENTIAL CODE OF OHIO. RCO M1401.1

For more information or questions:

Clark County Community & Economic Development
Springview Government Center
3130 E. Main Street, Suite 1A
Springfield, OH 45505
(937) 521-2160
(937) 328-2621 fax

General E-mail: communitydevelopment@clarkcountyohio.gov
Website: www.clarkcountyohio.gov

Office Hours

Monday through Friday
Office opens at 7:30 am
Closed for Lunch from 12 pm – 1 pm
Front Counter closes at 4:00pm
Office closed at 4:30 pm