



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, 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
HVAC PERMIT FEES
Application Fee \$42
Plan Review Fee \$21
New System \$100
Replacement System \$50
Solid Fuel Appliance \$50
Ventilation Equipment \$50
Refrigeration \$50
Ductwork/Alteration \$50
Unit Heaters/Mini Split \$50
Additional Inspection \$50
Special Inspection \$50
Work Without Permit \$200
SUBTOTAL
1% OBBS State Assessment Fee
TOTAL PERMIT FEE

UPFRONT FEE \$42.42
*Balance will be due once the application has been approved.

OFFICE USE ONLY
Received: Counter Mail Web 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.
- The application may be faxed or e-mailed to our office at anytime. Once the application is approved the staff will call the applicant indicating approval and total cost of permit. It is the applicant's responsibility to check periodically on the status of this application.
- 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. 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
Front Counter closes at 4:00pm
Office closed at 4:30 pm