



Property Address: _____ Owner Name: _____
 License Holder Name: _____ License No.: _____
 Email: _____ Jobsite Phone: _____
 Building Permit: _____ Cost of Work: _____
 Existing Structure (Y/N): _____ Location of Work (within structure): _____
 Use: Single-family Two-family

Applicant's Affidavit:

As the Owner of the property for which this application is filed, or authorized agent, I certify that the information provided as part of this application is correct. If agent, I certify that I have been authorized by the Owner to complete this application on their behalf.

Signature: _____ Print: _____
 Phone: _____ Email: _____

Items to Be Installed	Y / N	Replacement Quantity	New Quantity
A/C Units**			
Air Handling Unit			
Ductwork			
Furnace			
Other:			

****NOTE:** All exterior HVAC equipment shall be reviewed by the Zoning Department, including replacement units, to verify whether or not a new Certificate of Occupancy is required.

Use	Scope of Work	Fee	Amount
Single Family Home	Alterations	\$43	
	New Installations	\$76	
	New Construction	\$76	
Two Family Home	Alterations	\$82	
	New Installations	\$148	
	New Construction	\$148	

Violations: Yes No Condemnation: Yes No