

PERMIT # _____

APPLICATION FOR HVAC/MECHANICAL PERMIT

Wayne County Building Department
428 West Liberty Street • Wooster, Ohio 44691
330-287-5525 • 330-287-5649 (fax)



PARCEL _____

TOWNSHIP _____

SECTION _____ LOT _____

COMMERCIAL

RESIDENTIAL

JOB LOCATION _____
PROJECT DESCRIPTION _____

PROPERTY OWNER _____
ADDRESS _____ EMAIL _____
CITY _____ STATE _____ ZIP _____ PHONE _____
TENANT NAME _____ TENANT PHONE _____

CONTRACTOR _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____ CELL PHONE _____
EMAIL _____ OFFICE PHONE _____

EQUIPMENT INSTALLED:			
Furnace: <input type="checkbox"/> New or <input type="checkbox"/> Replacement	<input type="checkbox"/> Exhaust Hood	<input type="checkbox"/> In-Floor Heat	<input type="checkbox"/> Other _____
A/C: <input type="checkbox"/> New or <input type="checkbox"/> Replacement	<input type="checkbox"/> Boiler	<input type="checkbox"/> Gas Stove	Sq. Ft. _____
Heat Pump: <input type="checkbox"/> New or <input type="checkbox"/> Replacement	<input type="checkbox"/> Mini-Split Unit	<input type="checkbox"/> Wood Stove	(new ductwork only)

DATE: _____ SIGNATURE: _____
(Applicant)
The applicant, agent, owner of this building and the undersigned (1) agree to conform to applicable laws of the County Building Department and State of Ohio, (2) are responsible to verify that the job location is in the jurisdiction of the County Building Department and if the job location is out of the jurisdiction, NO refund will be issued, (3) are responsible to verify the address is correct, (4) are responsible for making arrangements for all inspections, (5) general contractor shall notify all utility companies involved in the site no more than ten days and no less than 48 hours in advance of excavation (ORC 3781.28). Call before you dig – OUPS 1-800-362-2764.

COMMERCIAL HVAC FEE	\$ _____	PAYMENT INFORMATION:
3% OBC FEE	\$ _____	
RESIDENTIAL HVAC FEE	\$ _____	
1% RCO FEE	\$ _____	
TOTAL	\$ _____	CHECK <input type="checkbox"/> # _____
		CASH <input type="checkbox"/>
		CREDIT CARD <input type="checkbox"/>
		APPROVAL DATE: _____
		ISSUED BY: _____