



City of Richmond

Department of Codes Enforcement

239 West Main Street, Richmond Ky. 40475
(859) 625-6404



MECHANICAL PERMIT APPLICATION

Fill in completely before presenting for approval. All information must be accurate and legible. In order for this application to be considered for issuance of a permit the following must be provided at the time of submitting the application.

ALL CALCULATIONS MUST BE ROOM BY ROOM ----EXCEPT REPLACEMENT UNITS

- Proof of City of Richmond Business License
- Equipment Manufacturers Specifications (commercial only)
- Copy of Duct Design to include trunk, flex sizes/ room locations
- Payment for the Permit
- Copy of State Mechanical License
- HVAC Load Calculations (Manual J)

(check one) **Kind of Construction:** New Equipment Replacement
 (check one) **Type of Inspection (New Work Only):** Prescriptive Performance

Property Address: _____ Subdivision & Lot #: _____

Building Owner: _____

Building Owner's Address: _____

Mechanical Contractor: _____ Phone: _____

Mechanical Contractor's Address: _____ Zip Code: _____

Mechanical Contractor e-mail: _____

State License No.: _____ **City License No.:** _____

1st Floor Unit Size	Unit Location	Additional Unit Size	Unit Location	2nd Floor Unit Size	Unit Location	Additional Unit Size	Unit Location

(1) ALL RESIDENTIAL SYSTEMS:

FEES

- *One and Two Family Dwellings* **\$105.00** for the first system plus **\$50.00** each additional
- *Multi-Family Dwellings* **\$105.00** for the first system plus **\$50.00** for each additional

TOTAL FEE \$ _____

(2) ALL COMMERCIAL SYSTEMS are based upon the total dollar value of each (see table on back)

Enter Number of New or Replacement Units					
Air Handling Unit		Forced Air Furnaces		Kitchen Exhaust Hood	
Boiler		Gas/Oil Conversion		Solid Fuel Appliance	
Coil Unit		Hazardous Exhaust System		Split System A/C	
Electric Base Board		Heat Pump		Unit Heater	
Electric Furnace		Incinerator		Geo Thermal	
Utility Service Revisions:					
Type of Heating Fuel: (Check One) <input type="checkbox"/> Gas <input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Coal <input type="checkbox"/> Wood <input type="checkbox"/> Other					
Est. Start Date / /		Est. Finish / /		Mechanical Work Est. Value \$	

The undersigned hereby makes application for permit and inspection of all work described, and agrees to comply with all building regulations and other laws applicable to the use of the building referred to herein.

Signature of Applicant: _____ Date : _____

HVAC INSTALLATION PERMIT FEES.

(1) One- and Two-Family Dwelling Installations. The fee for each heating, ventilation, or air conditioning system installation permit for one- and two- family dwellings shall be one hundred-five (105) dollars for the first system plus fifty (50) dollars for each additional system.

(2) Multi-Family Dwelling Installations. The fee for each heating, ventilation, or air conditioning system installation permit for multi-family dwellings other than duplexes, shall be one hundred-five (105) dollars for the first system plus fifty (50) dollars for each additional system.

(3) Commercial installations.

(a) The fee for each heating, ventilation, or air conditioning system installation permit other than one (1)-, two (2)-, and multi-family dwellings shall be based upon the total dollar value of each HVAC installation, either actual or estimated.

(b)1. It shall be the obligation of the installing contractor to supply the complete value, including labor and material costs regardless of the purchaser.

2. The permit application shall include an affirmative, signed statement that the true value lies within certain limits, as listed in the left column of the table in this subparagraph.

a. The fees for heating, ventilation, or air conditioning system installation are listed in the right column of the table.

b. The City of Richmond may request documented proof of costs from the permit applicant if the true value is in question.

Amount in dollars	Permit fee
\$2,000 or less	\$125
\$2,001 to \$10,000	\$180
\$10,001 to \$25,000	\$270
\$25,001 to \$50,000	\$330
\$50,001 to \$75,000	\$390
\$75,001 to \$100,000	\$500
\$100,001 to \$150,000	\$630
\$150,001 to \$200,000	\$760
\$200,001 to \$250,000	\$885
\$250,001 to \$300,000	\$1025
\$300,001 to \$400,000	\$1,150
\$400,001 to \$500,000	\$1,500
\$500,001 to \$600,000	\$1,725
\$600,001 to \$700,000	\$1,900
\$700,001 to \$800,000	\$2,125
\$800,001 to \$900,000	\$2,355
\$900,001 to \$1,000,000	\$2,590
\$1,000,001 to \$1,100,000	\$2,820
\$1,100,001 to \$1,200,000	\$3,050
\$1,200,001 to \$1,300,000	\$3,280
\$1,300,001 to \$1,400,000	\$3,510
\$1,400,001 to \$1,500,000	\$3,735
\$1,500,001 and above	\$3,965