



ArlingtonPermits.com  
THE ONE START CENTER

# Mechanical (HVAC) Permit Application

(DO NOT FAX OR E-MAIL APPLICATION)  
Apply online at arlingtonpermits.com



Please **print** clearly:

Applicant's Name\*: \_\_\_\_\_

Applicant's Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone #: (\_\_\_\_) \_\_\_\_\_ Fax #: (\_\_\_\_) \_\_\_\_\_ Email\*: \_\_\_\_\_

\*A legible copy of a current government photo ID is required to be submitted by the applicant.

\*Plan review comments will be delivered to Email provided above (Please verify email).

Project Address: \_\_\_\_\_ Suite: \_\_\_\_\_

Brief description of work: \_\_\_\_\_

For **Work Associated with a Building (Builder's) Permit**, please check only one:

Builder's Permit Number: \_\_\_\_\_

**New construction**

**Interior Finish**

**New construction - shell**

**Remodel/Alterations/Repair**

**Addition**

If applying for **Work Associated with a Building Permit**, then **STOP** here.

For a **Stand Alone permit**, please check only one:

**New / Upgrade**

**Repair / Rewire / Replace Existing**

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local ordinances regulating construction, the performance of construction or the use of any land or buildings.

Print Name of Permit Applicant \_\_\_\_\_ DATE \_\_\_\_\_

Signature of Permit Applicant \_\_\_\_\_

Applicant is: \_\_\_ Contractor, \_\_\_ Homeowner or \_\_\_ Authorized Agent

For future reference, your permit application number is \_\_\_\_\_ MP. The review of your application will not start until all appropriate review fees have been paid, addresses verified and correct number and types of plans are received.

If applying for a **Stand Alone permit**, then complete page two of this application.

What is the estimated value of the work? \$ \_\_\_\_\_

- Are you installing or replacing **Split System(s)** up to and including 10 Tons?  Yes  No
  - If yes, how many? \_\_\_\_\_
- Are you installing or replacing **Package Unit(s)** up to and including 10 Tons?  Yes  No
  - If yes, how many? \_\_\_\_\_
- Are you installing or replacing **Split System(s)** greater than 10 Tons?  Yes  No
  - If yes, how many? \_\_\_\_\_
- Are you installing or replacing **Package Unit(s)** greater than 10 Tons?  Yes  No
  - If yes, how many? \_\_\_\_\_
- Are you installing or replacing **condensing unit** or **evaporator** coil?  Yes  No
  - If yes, how many? \_\_\_\_\_
- Are you installing or replacing **Forced Air Heating Furnace**?  Yes  No
  - If yes, how many? \_\_\_\_\_
- Are you installing or replacing **Environmental Duct Work**?  Yes  No
  - If yes, how many outlets? \_\_\_\_\_
- Are you installing or replacing **Non-Ducted Heater**?  Yes  No
  - If yes, how many? \_\_\_\_\_
- Are you installing or replacing an **absorption unit, reciprocating, centrifugal** or **rotary** (screw) **compressors; air cooled condensing; or chiller unit**?  Yes  No
  - If yes, how many tons? \_\_\_\_\_
- Are you installing or replacing commercial **Cooling Tower, Evaporative** or **Air Cooled Condensor**?:  
 Yes  No
  - If yes, how many **Cooling Tower, Evaporative** or **Air Cooled Condensor**? \_\_\_\_\_
  - And, how many total tons? \_\_\_\_\_ (Mechanical plans must be submitted for plan review).
- Are you installing or replacing a **hot/chill water coil** or **steam coil** or **commercial air handler**?   
Yes  No
  - If yes, how many? \_\_\_\_\_
- Are you installing or replacing a complete **Type I Hood System**?  Yes  No
  - If yes, how many? \_\_\_\_\_ (Mechanical plans must be submitted for plan review).
- Are you installing or replacing only a **component** of a **Type I Hood**?  Yes  No
  - If yes, how many? \_\_\_\_\_ (Mechanical plans must be submitted for plan review).
- Are you installing or replacing a complete **Type II Hood System**?  Yes  No
  - If yes, how many? \_\_\_\_\_
- Are you installing or replacing only a **component** of a **Type II Hood**?  Yes  No
  - If yes, how many? \_\_\_\_\_
- Are you installing or replacing a **Steam** or **Hot Water Boiler**?  Yes  No
  - If yes, how many? \_\_\_\_\_
- Are you installing or replacing **Miscellaneous Appliances**?  Yes  No
  - If yes, how many? \_\_\_\_\_
- Are you installing or replacing **Dust Collection System**?  Yes  No
  - If yes, how many? \_\_\_\_\_ (Mechanical plans must be submitted for plan review).