

Borough of Collegeville
491 E. Main Street
Collegeville, PA 19426
610.489.9208 – 610.489.6661 (fax)
www.collegeville-pa.gov

MECHANICAL PERMIT APPLICATION

| | | |
|---|--------------------|-----------------------|
| 1. MECHANICAL PERMIT APPLICATION | | |
| Street, City, State, Zip _____ | | |
| For Borough Use Only | | |
| Parcel No. _____ | Block & Unit _____ | Zoning District _____ |

| | |
|--------------------------|--------------------|
| 2. IDENTIFICATION | |
| Property Owner: _____ | |
| Address: _____ | |
| Cell Phone: _____ | Other Phone: _____ |
| E-Mail: _____ | |
| Tenant: _____ | |
| Address: _____ | |
| Cell Phone: _____ | Other Phone: _____ |
| E-Mail: _____ | |
| Contractor: _____ | |
| Address: _____ | |
| Cell Phone: _____ | Other Phone: _____ |
| E-Mail: _____ | |

| | |
|--|---|
| 3. Type of Mechanical Work (Please check one) | |
| <input type="checkbox"/> New Construction | Type of Unit Being Installed _____ Number of Units: _____ |
| <input type="checkbox"/> Replacement | Type of Fuel Source _____ |
| Type of Sizing Calculations: <input type="checkbox"/> Manual J <input type="checkbox"/> ASHRAE/ACCA 183 <input type="checkbox"/> Standard COM/RES Check <input type="checkbox"/> Other | |
| Fireplaces, Wood Stoves, Gas Stoves (Please check one) | |
| <input type="checkbox"/> Wood <input type="checkbox"/> Gas <input type="checkbox"/> Freestanding Unit <input type="checkbox"/> Insert Unit | |
| Total cost of Mechanical Work: _____ | Permit Fee: (See Fee Schedule) |
| Description of Work: _____ | |
| _____ | |
| _____ | |

By signing this application, the contractor/applicant certifies that all information given is correct and the property owner has authorized the work. Deposit of check representing fees for this application does not constitute approval of or granting of same by Collegeville Borough.

Signature of Contractor/Applicant _____ Date _____

| | | | |
|--|----------------|-------------|------------|
| Validation (For Borough Use Only) | | | |
| Permit No.: | Permit Issued: | Permit Fee: | Check No.: |

Permit Application Instructions

- **A Building Permit is required for all new construction including renovations, alterations, and interior and exterior structural renovations. Also for accessory buildings and sheds greater than 1000 sq. ft., decks, pools, garages, roof or patio cover enclosures or alterations and demolition of any structure.** Please complete **ALL** sections of the permit application. This permit application will not be accepted until all sections are completed properly. If the section is not applicable, please indicate that on the application.
- When sub-contractors are being used, please coordinate with them and submit permit applications at the same time. Contractor's registrations are required for all HVAC, Plumbing, and Electrical Contractors. **ALL** contractors must submit a certificate of insurance listing Colleagueville Borough as an additional insured. Also, proof of Workmen's Compensation must be submitted.
- All applications must be accompanied with a site plan drawn to scale indicating the placement and dimension of the proposed structure, setbacks to all property lines and the placement of all existing structures on the property. The permit application will not be accepted without the required plans at the time of the application.
- All applications must be accompanied with two (2) sets of plans and specifications. Cross section information must be completed on the attached cross section sheet.
- All permit fees must be submitted with the Permit applications.
- Call the Borough Office at 610.489.9208 at least 24 hours in advance to schedule each inspection. Responsibility for notification for inspections at the various stages of construction lies with the applicant and/or contractor. **If the appropriate inspections are not requested, un-inspected work will not be granted final approval.**

PLEASE NOTE:

HVAC Contractors: All residential permits involving HVAC work which will affect the HVAC system (replacements, additions, finished basements, etc.) will require **HVAC LOAD CALCULATIONS** to be submitted as part of the permit submittal package, in order to show compliance with either ASTM 193 or Manual J Calculations, Energy Compliance; IECC 2009. An HVAC Certification letter, by itself, is no longer acceptable. **Please note that any HVAC permit applications received that do not have load calculations included will be rejected.**

Thank you in advance for your cooperation!