MECHANICAL PERMIT APPLICATION

COUNTY OF HENRICO, VIRGINIA
OFFICE OF
BUILDING CONSTRUCTION AND INSPECTIONS
4301 E. PARHAM ROAD • HENRICO, VA 23228
P.O. BOX 90775 • HENRICO, VA 23273-7032
www.co.henrico.va.us/bldg
PHONE (804) 501-4360 • FAX (804) 501-4984
INSPECTION REQUEST: (804) 755-4300

PLACE LABEL HERE

APPLICATION DATE

MECHANICAL PERMIT NUMBER | BUILDING PERMIT NUMBER

NO WORK SHALL COMMENCE PRIOR TO OBTAINING A PERMIT!
ALL ITEMS MUST BE FILLED OUT COMPLETELY. PLEASE BE ACCURATE

JOB LOCATION
STREET ADDRESS | GPIN
LOT | BLOCK | SECTION
SUBDIVISION | JOB SITE NAME

OWNER
NAME
ADDRESS
CITY | ST | ZIP
WORK PHONE | FAX
HOME PHONE
E-MAIL ADDRESS

BUILDER / GEN. CONTRACTOR
NAME
ADDRESS
CITY | ST | ZIP
WORK PHONE | FAX
E-MAIL ADDRESS

SUB CONTRACTOR
MASTER TRADESMAN CARD NUMBER
COMPANY NAME
ADDRESS
CITY | ST | ZIP
WORK PHONE | FAX
E-MAIL ADDRESS
VIRGINIA CONTRACTOR'S NUMBER
MASTER TRADESMAN SIGNATURE
MASTER TRADESMAN PRINTED NAME

PROPERTY OWNER/AGENT AFFIDAVIT

Pursuant to the provisions of Section 54.1-1111 of the Code of Virginia, I hereby certify that I will be responsible for all work performed under this permit.

PRINTED NAME OF OWNER/AGENT
SIGNATURE OF OWNER/AGENT
COUNTY OR CITY
DATE / WITNESS

MECHANICAL PERMIT FEE SCHEDULE

(based on the cost of labor and materials to the owner for installation, alteration replacement or repair)

Value of Work	Fee
$0.00 - $1,000.00	$60
$1,000.01 - $2,000.00	$70
$2,000.01 - $3,000.00	$78
$3,000.01 - $4,000.00	$84

For amounts over $4000, the fee shall be $84.00 plus $4.00 for each additional $1000.00 or fraction thereof.

*THE LEVY PERCENTAGE IS SUBJECT TO CHANGE.
FOR CURRENT PERCENTAGE PLEASE CONTACT OUR OFFICE OR VISIT OUR WEB SITE.

ELEVATOR FEES ON BACK

PERMIT FEE

PERMIT FEE		
*STATE LEVY TAX		
TOTAL →		$0.00

VOUCHER NO.
CHECK NO.

TOTAL SQ. FT. AREA | ESTIMATED COST →

APPROVAL

ASBESTOS CERTIFICATION

I hereby certify that the portions of the building affected by the proposed work have been inspected / tested and any response actions taken shall comply with NESHAP and OSHA standards or exempt from these standards.

SIGNATURE OF OWNER / APPLICANT

This is to certify that the estimated cost set forth on the referenced permit, for the purpose of determining the applicable permit fee, is true and it is determined by the actual cost to the owner of all labor and materials.

It is understood that all work and material used in this installation shall conform strictly with the Uniform Statewide Building Code and applicable County Codes and that the permit will be void if work is not commenced within 6 months from date of issue, or the work is suspended / abandoned for 6 months.

DESCRIPTION OF WORK

COMMERCIAL ☐ RESIDENTIAL ☐

DESCRIPTION OF EQUIPMENT / SYSTEMS TO BE PROVIDED AND/OR INSTALLED

FURNACE / HEATER		VENTILATING / EXHAUST	
BOILER		CHIMNEY / VENTS	
COOLING EQUIPMENT		REFRIGERATION TYPE	

CHECK ITEMS BELOW APPLICABLE TO JOB	✔	GAS APPLIANCES	NO.
INSTALLATION - NEW		BOILER	
ALTERATION		CLOTHES DRYER	
REPAIR		RANGE WITH/ WITH OUT OVEN	
REPLACEMENT			
GAS PIPING		GAS WATER HEATER	
OTHER		GAS LOGS	
		FURNACE	
		INCINERATOR	
		OTHER	
		TOTAL	

TOTAL ALL GAS APPLIANCES: 0

FUEL TYPE	✔	HEAT TYPE	✔	DUCT WORK	✔	FIRE PROTECT	✔	ELEVATORS	✔	AUTO/MATERIAL LIFT	✔
ELECTRIC		HOT WATER		AIR CONDITIONER		ABOVE GROUND		HYDRAULIC		AUTO LIFT	
GAS (LP)		STEAM		HEATING		UNDER GROUND		TRACTION		MATERIAL LIFT	
GAS (NATURAL)		HEAT PUMP		EXHAUST		TANKS					
OIL		WOOD STOVE		COMMERCIAL HOOD / EXHAUST		ABOVE GROUND		OTHER		OTHER	
WOOD		OTHER		OTHER		UNDER GROUND					
OTHER						TYPE					