



**HVAC APPLICATION**  
PUBLIC SERVICE & BUILDING DEPARTMENT

**CITY OF WHITEHALL**  
360 S. Yearling Road  
Whitehall, Ohio 43213  
614-237-8612  
Building-Department@whitehall-oh.us  
www.whitehall-oh.us

Residential      Commercial

**PROJECT ADDRESS:** \_\_\_\_\_ **CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**PARCEL #:** \_\_\_\_\_ **(BUSINESS) NAME:** \_\_\_\_\_

**OWNER:** \_\_\_\_\_ **ADDRESS:** \_\_\_\_\_ **CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

**CONTRACTOR:**  N/A **ADDRESS:** \_\_\_\_\_ **CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

**HEATING INFORMATION**

Energy source:    Electric    Natural Gas    LPG

Equipment type:    Forced    Gravity    Wall    Unit    Boiler    Radiator    Swimming pool

**A/C OR REFRIGERATION INFORMATION**

Equipment type:    A/C            Refrigeration            Type of work:    New            Replacement

Number of units:                Horsepower per each unit:   

**VENTILATION INFORMATION**

Equipment type:    Exhaust fan(s)#     Commercial Hood    Air Handling Unit    CFM

**PIPING INFORMATION**

Equipment type:    HVAC            Hydronic            Plumbing            Refrigeration

Number of valves/appliances:   

Describe project:

Cost of project:    \$

**CERTIFICATION** (Read all sections, sign, date and attach any drawings and/or supporting documents) All permits shall expire one year from the date of issue. A one-time renewal shall be permitted if the original permit has not expired. I fully understand that no excavation, construction, structural alteration, electrical or mechanical installation or alteration of any building, structure, sign, or part thereof and no use of the above shall be undertaken or performed until the permit applied for herein has been approved and issued by the City of Whitehall Building/Zoning Department.

I hereby certify that I am the owner of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to submit this application and attachments as his/her authorized agent and I agree to conform to all applicable laws of the jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the code official or the code official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s).

|                      |               |       |
|----------------------|---------------|-------|
| Applicant Signature: | Printed Name: | Date: |
|                      |               |       |
| Phone:               | E-mail:       |       |
|                      |               |       |

**This application is subject to review, please expect up to 10 days for this process.  
You will be contacted once review is completed and fees have been calculated.**

| <b>STOP - OFFICE USE ONLY</b>                                      |   |
|--|---|
| Application #:   | Date & Time:  |
| Permit Fee   | \$  |
| 1% (R) or 3% (C) of Above Fees                                     | \$  |
| Plan Delivery Fee  | \$  |
| Service Fee  | \$  |
| <b>TOTAL FEES</b>  | <b>\$</b>   |
| (check, money order, exact cash, or debit/credit card)             |   |
| <input type="checkbox"/> APPROVED                                  | <input type="checkbox"/> DISAPPROVED<br>(LETTER ATTACHED) |
| <input type="checkbox"/> CONDITIONAL APPROVAL<br>(LETTER ATTACHED) |   |
|  |   |
| CHIEF BUILDING OFFICIAL SIGNATURE                                  | DATE  |