



CITY OF TOLEDO

Building Inspection

One Government Center, Suite 1600 • Toledo, OH 43604 • Phone (419) 245-1220 • Fax (419) 245-1329 • onestopshop@toledo.oh.gov

HEATING / AIR-CONDITIONING PERMIT

Commercial and Multi-Family

Job Address _____ Occupancy: <input type="checkbox"/> Commercial <input type="checkbox"/> Multi-Family; No. Units _____ Location of Work _____	Class of Work: <input type="checkbox"/> New Construction <input type="checkbox"/> Alterations <input type="checkbox"/> Addition	Associated Permits Building Permit _____ Zoning Certificate _____	Date: _____ HVAC Permit No. _____
Owner's Name _____	Contractor's Name _____		
Owner's Address _____	Contractor's Address _____		
City, State, Zip _____	City, State, Zip _____		
Phone No. _____	Phone No. _____		
Fax No. _____	Fax No. _____		
Email Address _____	Email Address _____		
	Contractor's License No. _____		

WORK DESCRIPTION				
NEW	Minimum	Unit Price / Square Foot Charge	Sub-Total	Total
New Construction, Additions, Interior Alterations (100 SF min.):		\$75.00	plus \$0.03 x _____ SF =	
Manufacturer _____	BTU / HP# _____	Efficiency % _____	Equipment Location _____	
Access (i.e. ladder) _____	Tons # _____	Condensate disposal: floor drain, footer, pumped out, outside, sink, other _____		
MECHANICAL Alterations:			Quantity	Unit Price
<input type="checkbox"/> Compressors <input type="checkbox"/> Condensers <input type="checkbox"/> VAV boxes <input type="checkbox"/> Evaporator change <input type="checkbox"/> Ductwork				\$60.00 each
Equipment replacement:			Quantity	Unit Price
<input type="checkbox"/> Evaporator change <input type="checkbox"/> Wall & floor furnace <input type="checkbox"/> infrared <input type="checkbox"/> Space/ unit heater <input type="checkbox"/> Clothes Dryer <input type="checkbox"/> Gas Fireplace (new/r replace) <input type="checkbox"/> Spray booth <input type="checkbox"/> Range hoods (Type 1) <input type="checkbox"/> Range hoods (Type 2)				\$60.00 each \$100.00 each
Plan Review: \$75.00 base fee + \$.03 SF (100 SF minimum)				
REPLACEMENTS: HEATING SYSTEMS			Quantity	Unit Price
Package (self-contained) heating system: 5 tons or less				\$60.00 each
Package (self-contained) heating system: over 5 tons (fee + \$10ea. ton)				\$60.00 each
Split (remote) heating system: 5 tons or less				\$60.00 each
Split (remote) heating system: over 5 tons (fee + \$10 ea. ton)				\$85.00 each
Manufacturer _____	BTU/ HP# _____	Efficiency % _____	Equipment Location _____	Access (i.e. ladder) _____
REPLACEMENTS: AIR-CONDITIONING SYSTEMS			Quantity	Unit Price
Package (self-contained) heating system: 5 tons or less				\$60.00 each
Package (self-contained) heating system: over 5 tons				\$60.00 each
Split (remote) heating system: 5 tons or less				\$60.00 each
Split (remote) heating system: over 5 tons (fee + \$10 ea. ton)				\$60.00 each
Manufacturer _____	BTU/ HP# _____	Efficiency % _____	Equipment Location _____	Access (i.e. ladder) _____
Access (i.e. ladder) _____	Tons # _____	Condensate disposal: floor drain, footer, pumped out, outside, sink, other _____		
REPLACEMENTS: PACKAGE HEATING & AIR-CONDITIONING SYSTEMS			Quantity	Unit Price
Package heating & A/C systems: 5 tons or less				\$95.00 each
Package heating and A/C systems: over 5 tons				\$130.00 each
Manufacturer _____	BTU/ HP# _____	Efficiency % _____	Equipment Location _____	Access (i.e., ladder) _____
HVAC Plan Review, if applicable				\$75.00
HVAC Plan Review square footage charge at \$0.03 per square foot, if applicable				\$0.03 / sf. ft.
Permit Fee (Minimum \$75.00 permit fee. Add for differential, if applicable)				
3% State of Ohio surcharge				
Other Fee (i.e., re-inspection fee)			\$75.00 each	
Total Permit Fee				

Comments: _____

Warning: The approval of plans by any officer or employee of this department procured by misrepresentation of facts or conditions, does not legalize any illegal construction or agreement. In consideration of the granting of this permit, I (we), agree to save the City of Toledo harmless from any and all damages. I (we) do hereby covenant and agree to construct said work and make said installations in all respects in compliance with the provisions of the Statutes of the State of Ohio and the Ordinances of the City of Toledo, and that all statements made are correct and true. I (we) agree to comply with all orders of the Division of Building Inspection. The undersigned further agrees to dispose of all construction waste material in accordance with applicable City laws.

Owner's Signature _____ Date _____ Signature of Registered Contractor _____ Date _____



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WARM-AIR HEATING PERMIT REQUIREMENTS

A WARM-AIR HEATING PERMIT IS REQUIRED for the installation or alteration of all winter and winter-summer heating cooling systems, i.e. new furnaces, conversion equipment, furnace replacement and replacement of ductwork.

A WARM-AIR HEATING PERMIT IS NOT REQUIRED to replace air filters and flue pipe in a warm air heating system or for work defined as minor repairs. Minor repairs do not include replacing mechanical controls, dampers, motors, fans or permanent wiring.

WHO MAY RECEIVE A WARM AIR HEATING PERMIT?

Homeowner.

An unlicensed person may receive a warm-air heating permit if they are an owner/occupant homeowner and meet all 3 of the following:

1. The person is the owner of record of a single-family dwelling where the warm-air heating work is being performed.
2. The person is doing the warm-air heating work personally.
3. The person is occupying or will be occupying the structure as his/her established residence.

A homeowner must perform all work in compliance with the State's mechanical / warm-air heating codes. No work shall be done unless all permits, inspections and approvals are secured. The homeowner, under these circumstances, does not need to possess a warm-air heating contractor's license to receive a warm-air heating permit. It is strongly encouraged that the homeowner contemplating their own warm-air heating work have the necessary tools and proper knowledge of warm-air heating systems to be able to perform work in compliance with the Mechanical Codes of Ohio.

No applicant for a warm air heating permit, other than a homeowner, may apply for or receive a warm-air heating permit unless he or she possesses a Comfort Heating and Cooling Contractor's license or is an agent of an employer (see below).

Comfort Heating & Cooling Contractor.

A licensed Comfort Heating and Cooling Contractor may obtain warm air heating permits for all occupancies.

Agents of Established Maintenance Departments.

An agent of an established maintenance department of a public institution or of an industrial plant may receive a warm-air heating permit for work on warm-air heating systems in or about the business premises. The agent's employer must maintain a department of maintenance for this purpose and the agent must sign the affidavit disclosing his agent status with his or her employer.

WHEN ARE PLANS REQUIRED?

Two sets of stamped plans are required for any new commercial installation of a warm-air heating system or major alteration of an existing commercial heating system. Plans are not required for minor alterations of commercial warm-air heating systems or the installation or alteration of warm-air heating systems or parts of a system in one-, two-, or three-family occupancies.

ADDITIONAL REQUIREMENTS & CONDITIONS

"Cross-Overs" and Permits.

A person possessing a Comfort Heating and Cooling Contractor's license may install incidental wiring from electrical service panels in one-, two- and three-family dwelling houses to warm-air heating and cooling equipment being installed by a licensed comfort heating and cooling contractor. No additional permit is required for this electrical work.

A separate electrical permit is required for installation of power wiring to all heating equipment in a commercial occupancy.

A separate refrigeration permit is required for self-contained heat/cool units in all occupancies.

HOW MUCH DOES A WARM-AIR HEATING PERMIT COST?

See Toledo Municipal Code (TMC) §1307.05 Permit fees or call the Division of Building Inspection (419-245-1220) for information.

CITY OF TOLEDO BUILDING INSPECTION 419-936-2720

In an ongoing commitment to improve customer service, we have installed an Interactive Voice Response System for inspections, 24 hours a day, 7 days a week!

You will be prompted through the entire process. Press * at any time for more information. If you know the codes, you may proceed without waiting for presentation of the options.

BEFORE CALLING you will need:

- A touch-tone telephone
- A site-specific Permit Number
- An Inspection Code (listed in this brochure)

CHOOSE FROM THE FOLLOWING OPTIONS:

Press 1 - Schedule an inspection
Press 2 - Cancel an Inspection
Press 3 - Obtain Inspection Results
Press 0 - Be transferred to an operator
Press * - Hear information on how to use this system
Press # - End this call

SCHEDULE AN INSPECTION:

1. Enter the **permit type**:
2. Enter the **Permit Number**.
The system will confirm this permit by speaking back the site address.
3. Enter the **Inspection Code** from the list.
4. **You must enter a call back phone number**
5. Enter the **Inspection Date**.

After you have scheduled the inspection, you will be able to:

- Request another inspection, same permit
- Request another inspection, different permit
- Get a Confirmation Number and hang up. Use this Confirmation Number when inquiring about this telephone request.

Return to Main Menu

CANCEL AN INSPECTION

1. Enter the **Permit Type**
2. Enter the **Permit Number**
3. Enter the **Inspection Code** from the list.

After you have cancelled the inspection, you will be able to:

- Cancel another inspection, same permit
- Cancel another inspection, different permit
- Get a Confirmation Number and hang up.
- Return to Main Menu

OBTAIN INSPECTION RESULTS

1. Enter the Permit Type.
2. Enter the Permit Number
3. Enter the Inspection Code from the list, followed by a # sign.
The inspection results pertains only to the requested inspection, not the permit – i.e. Approval can be granted on the footer, rough, underground rough, etc. Final means that the permit is final.

After you have listened to the inspection results, you will be able to:

- Listen to more results, same permit
- Listen to more results, different permit
- Get a Confirmation number and hang up.
- Return to Main Menu.

TRANSFER TO STAFF

You can press 0 at any time to transfer to a live staff member. You can also press * to hear an explanation of your current options.

INSPECTION REQUEST CODES

Refrigeration (type 06)

- 1100 – Partial Rough**
- 1110 – Rough**
- 1180 – Final**
- 1130 – Temporary C of O**