

# **HATFIELD TOWNSHIP**

## **MECHANICAL PERMIT PROCEDURES**

*A Mechanical Permit is required for all Heating, Ventilation & Air Conditioning for new construction, renovations, alterations, fireplaces and insert, wood and gas stove, and residential fuel tanks.*

**PART I** – Location of Property – Address, Parcel Number and Lot & Block must be provided on all applications.

**PARTS II Thru VII** – Complete this section.

**PART VIII** – Sign and date application. If property resident is not the owner of the property, a notarized statement indicating the owner's approval of the proposed construction must be submitted with the application. Provide phone numbers where property owner/resident and or contractor may be reached. Contractors making application must be registered with Hatfield Township annually.

### **PLANS AND SPECIFICATIONS**

- **Three (3) copies of all plans and specifications must be submitted with all applications for HVAC permit.**
- **All Non-Residential plans must be designed and sealed by a design professional.**
- **Plans must also include all calculations of the International Energy Code by using COMcheck EZ software.**
- **Contractor State License Number required for all home improvement work.**

### **ADDITIONAL INFORMATION**

**FEES** – Permit fees must be submitted with the permit application. If paying by check, please make check payable to "Hatfield Township".

**REVIEW** – The application will be reviewed by the Code Enforcement and Zoning Departments for compliance with all Hatfield Township codes, ordinances and the State UCC.

**PERMIT GRANTED** – **Work may not start until a permit has been approved and granted.** The permit cards are to be displayed so as to be visible from the street.

**PLUMBING, ELECTRICAL AND HVAC** – All plumbing, electrical, heating and air conditioning contractors and/or their personnel performing commercial or new home construction must be registered and provide a Certificate of Insurance verifying Worker's Compensation coverage, and Federal or State Employer Identification Number (EIN). In addition, each contractor must obtain the appropriate permits for the work to be done.

**INSPECTIONS** – Call the Township building department office (215-855-0900) at least 24 hours in advance to schedule each inspection. All electrical inspections will be performed by **UNITED INSPECTION AGENCY, INC.** (215-542-9977) 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, uninspected work will not be granted final approval.

# **HATFIELD TOWNSHIP**

## **MECHANICAL PERMIT APPLICATION**

### **PART I – PROPERTY LOCATION**

Address: \_\_\_\_\_ Suite #: \_\_\_\_\_

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

### **PART II – NON-RESIDENTIAL**

Business Name/Tenant: \_\_\_\_\_

### **PART III - IDENTIFICATION** – To be completed by all applicants

**APPLICANT** Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

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

Email Address: \_\_\_\_\_

**OWNER** Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Email Address: \_\_\_\_\_

**MECHANICAL** Company: \_\_\_\_\_ Phone: \_\_\_\_\_

**CONTRACTOR**

Address: \_\_\_\_\_

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

State License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**DESIGN** Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**PROFFESIONAL**

Address: \_\_\_\_\_

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

**PART IV – TYPE OF WORK**

NEW CONSTRUCTION \* REPAIR \* REPLACE (Circle one)

\*Type of Unit being installed \_\_\_\_\_ Type of Fuel source: \_\_\_\_\_

Total Number of UNITS being installed \_\_\_\_\_

**FIREPLACE, WOOD STOVES AND GAS STOVES**

WOOD \* GAS \* FREESTANDING UNIT \* INSERT UNIT (Circle one)

**GEOTHERMAL SYSTEMS:** Total Number of Wells: \_\_\_\_\_

**RESIDENTIAL FUEL TANKS:**

☐ Basement or Above Ground Tank ☐ In Ground Tank

**BRIEF DESCRIPTION OF WORK:** \_\_\_\_\_

**\*If system requires an electrical hook-up, an Electrical Permit Application must also be submitted.**

**PART V – DIMENSIONS**

Total square footage of construction area, based on exterior dimensions \_\_\_\_\_sq. ft.

Number of stories \_\_\_\_\_

Total building square footage \_\_\_\_\_ (if not the same as above)

**PART VI - COST**

Cost of HVAC Improvements \$ \_\_\_\_\_

**PART VII – FEE** (see attached fee schedule)

**PERMIT FEE:** \$ \_\_\_\_\_

**PART VIII - SIGNATURE**

*Deposit of Check Representing the Fee for this Application does not Constitute Approval of or Granting of Same by Hatfield Township. I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his agent and we agree to conform to all applicable laws of Hatfield Township.*

**SIGNATURE OF APPLICANT (Please Print & Sign)**

**DATE**

# SCHEDULE OF FEES

## **RESIDENTIAL (One & Two Family Dwellings)**

- **Building** - New Construction – Replacement – Renovations  
\$300.00 per HVAC unit
- **Fireplaces** - New Construction – Replacement – Renovations of Fireplaces, Fireplace inserts and Wood burning stoves  
\$85.00 per unit (*\*gas test may also be required*)
- **Outdoor Solid Fuel Appliances**  
New Construction - \$85.00  
Annual Registration Fee - \$25
- **Replacement** of unit (unit only, no duct work)  
\$95.00 per unit (*\*gas test may also be required*)
- **Geothermal System**  
Base Fee: \$85.00  
Each well: \$35.00
- **Residential Fuel Tanks (Remove and Replace)**  
\$95.00 per tank

### **Re-Inspection Fee**

A fee of \$50.00-Residential & \$100-NonResidential may be applied if a third inspection is necessary.

## **NON-RESIDENTIAL (All Use Groups Except One & Two Family Dwellings)**

- **All** - New Construction – Replacement – Renovations  
\$260.00 for the first 2000 sq. ft.  
\$0.25 per each additional square foot from 2001 to 20,000 sq. ft. or  
\$0.15 per each additional square foot from 20,001 to 100,000 sq. ft. or  
\$0.10 per each additional square foot over 100,001 sq. ft.
- **Replacement** of unit (unit only, no duct work)  
\$200.00 per unit
- **Commercial Hood**  
\$200.00 per unit

- **Geothermal System**  
\$85.00 base fee  
\$35.00 per well
- **Gas Line Test**  
\$60.00\*
- **Geothermal System**  
Base Fee: \$85.00  
Each well: \$35.00
- **Re-Inspection Fee**  
A fee of \$30.00 may be applied if a third inspection is necessary.

## **INSPECTIONS REQUIRED**

### **BUILDING DEPT. INSPECTIONS**

- Rough (before close-in)
- Above ceiling
- Final

### **ELECTRICAL INSPECTIONS**

- Rough (before close-in)
- Final

**NOTE: ALL ELECTRICAL WORK** must be inspected by **UNITED INSPECTION AGENCY, INC. (215-542-9977)**. All new electrical work needs electrical permit. Inspection and plan review fees are included in the permit fees. **If an inspection fails twice for the same code violation, a reinspection fee will be required prior to a third inspection.**