



**PRINCE WILLIAM COUNTY**  
**Department of Development Services – Building Development Division**

**MECHANICAL PERMIT APPLICATION**

Version 2016\_1025

Master Permit # **BLD** \_\_\_\_\_

Zoning # \_\_\_\_\_

Project Name \_\_\_\_\_

Staff Use Only			
Approved By: _____		Permit # <b>MEC</b>	
Date Approved: _____		IVR 6 Digit PIN # _____	
Use Group: _____	Type Const: _____	Date Issued: _____	Issued By: _____
VCC-IBC __ VRC-IEBC __ VCC-IRC __	Code Year: _____	Work Code: _____	

**LOCATION OF PROPERTY**

Subdivision \_\_\_\_\_ Section \_\_\_\_\_ Block \_\_\_\_\_ Landbay \_\_\_\_\_ Phase \_\_\_\_\_ Lot \_\_\_\_\_

Property Address \_\_\_\_\_

Name of Property Owner \_\_\_\_\_ Phone # \_\_\_\_\_

**APPLICANT: CHECK BOX TO IDENTIFY PERMIT HOLDER** \*\* For an online ePortal account, please submit a [Contact Information Form](#) for each contact \*\*

Owner/Lessee \_\_\_\_\_ Email Address \_\_\_\_\_

Contractor \_\_\_\_\_ Address \_\_\_\_\_

Phone # \_\_\_\_\_ Email Address \_\_\_\_\_

State Registration # \_\_\_\_\_ Class \_\_\_\_\_ Prince William County License # \_\_\_\_\_

Master Name \_\_\_\_\_ Cert # \_\_\_\_\_ Home Improvement Contractor's License # \_\_\_\_\_

TYPE OF CONSTRUCTION:  Residential  Comm/Office  Comm/Mercantile  Industrial  Public/Institutional  Other \_\_\_\_\_

TYPE OF IMPROVEMENT:  New  Addition  Fuel Conversion  Alteration/Repair  Tenant Layout  Other \_\_\_\_\_

**ENTER QUANTITY WHERE APPLICABLE**

**VALUE OF WORK OR CONTRACT COST: \$** \_\_\_\_\_

RESI DUCT ONLY – BASEMENT/ADD \_\_\_\_\_  KITCHEN HOOD FANS \_\_\_\_ SQ FT \_\_\_\_\_  ADULT RIDE \_\_\_\_\_

RESI HVAC - # ZONES \_\_\_\_\_  DRYER/LAUNDRY CLEANERS \_\_\_\_\_  SPECIAL RIDE \_\_\_\_\_

RESI WOOD STOVES \_\_\_\_\_  EXHAUST FANS \_\_\_\_\_  TANKS \_\_\_\_\_

PREFABRICATED FIREPLACES \_\_\_\_\_  SMOKE EVAC FANS \_\_\_\_ CUBIC FT \_\_\_\_\_  PUMPS \_\_\_\_\_

POOL HEATERS \_\_\_\_\_  AIR COMPRESSORS \_\_\_\_\_  RELOCATED HVAC \_\_\_\_\_

GENERATORS \_\_\_\_\_  AUTO LIFTS \_\_\_\_\_  DUCT \_\_\_\_\_ SQ FT \_\_\_\_\_

SPACE HEATERS \_\_\_\_\_  AUTO EMISSION \_\_\_\_\_  CHILLER \_\_\_\_\_ TON \_\_\_\_\_

UNIT HEATERS \_\_\_\_\_  THRU WALL AC/HEAT PUMPS \_\_\_\_\_  FURNACE \_\_\_\_\_ MBH \_\_\_\_\_

NEW ELEVATOR/ESCALATOR \_\_\_\_\_  VAV FANS \_\_\_\_\_  HVAC \_\_\_\_\_ TON \_\_\_\_\_

ELEVATOR/LIFTS \_\_\_\_\_  FAN COILS \_\_\_\_\_  HOT WATER/STEAM BOILER \_\_\_\_ BTUH \_\_\_\_\_

WALK-IN COOLER \_\_\_\_\_  KIDDIE RIDE \_\_\_\_\_  REFRIGERATION UNIT \_\_\_\_\_ TON \_\_\_\_\_

LIST BELOW ANY OTHER MECHANICAL EQUIPMENT – DESCRIBE ALL EQUIPMENT BY MAKE, MODEL NUMBER AND RATING IN BTU, HP OR TONS:

\_\_\_\_\_  
 \_\_\_\_\_

I HEREBY CERTIFY THAT I HAVE THE AUTHORITY TO MAKE THE FOREGOING APPLICATION, THAT THE INFORMATION GIVEN IS CORRECT, AND THAT ALL CONSTRUCTION WILL COMPLY WITH THE VIRGINIA UNIFORM STATEWIDE BUILDING CODE AND APPLICABLE ORDINANCES. THE PERMIT HOLDER IS THE RESPONSIBLE PARTY FOR COMPLIANCE WITH THE VUSBC AND OTHER ORDINANCES.

PRINT NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

OWNER  CONTRACTOR  AUTHORIZED AGENT

TELEPHONE NUMBER \_\_\_\_\_

DATE \_\_\_\_\_

Staff Use Only	
Filing Fee Paid \$ _____	Rcpt. # _____
Permit Fee \$ _____	
Resubmission Fee \$ _____	
Remaining Fee Due \$ _____	Rcpt. # _____

**THIS PERMIT DOES NOT INCLUDE ELECTRICAL, GAS OR PLUMBING INSTALLATIONS.**