

CITY OF GERMANTOWN
ONE NORTH PLUM ST.
GERMANTOWN OHIO 45327
WWW.GERMANTOWN.OH.US

HVAC REPLACEMENT

When changing out HVAC units for one which uses a different fuel source, it must be noted on the permit application to avoid unnecessary delays in the permitting process. For example: Replacement of an electric heat pump to a natural gas furnace will required a gas line permit in addition to the HVAC permit.

The following example applies to a permit request for an HVAC and gas line permit.

Once permit is issued:

- Contractor will install new gas line
- Schedule a gas line pressure test for the house line (all piping after the meter) with the Building Department. Utility company is responsible for piping the meter.
- The Building Inspector will witness the gas line pressure test. The test shall be complete using a digital gauge or liquid manometer. (Kuhlman Type). Please note: Building Department does not provide gauge.
- After pressure test is approved, Building Department will send a meter release to the Utility Company.
- Utility Company will set the meter
- After meter is set and unit has been started up, permit applicant will schedule final HVAC inspection.

***Inspections must be scheduled 24 hours in advance.**

City of Germantown
 1 North Plum Street, Germantown, Ohio 45327
 Phone (937) 855-7255 Fax (937)855-3215
<http://www.germantown.oh.us>
BUILDING/ELECTRICAL PERMIT APPLICATION
 FOR INFORMATION CALL: (888) 433-4642

(CHECK ONE) RESIDENTIAL ___ COMMERCIAL ___ SUBMIT 2 RESIDENTIAL/3 COMMERCIAL BUILDING PLANS

PLEASE PRINT	NAME	STREET ADDRESS	CITY, STATE, ZIP	PHONE NUMBER & EMAIL
PROPERTY OWNER				
APPLICANT				
PLANS BY				
CONTRACTOR				

SITE ADDRESS _____ TENANT _____

PARCEL ID # _____ AFFECTED CONSTRUCTION AREA SQ. FT. _____

PROJECT DESCRIPTION _____ PROJECT COST _____

---COMMERCIAL ONLY--- USE GROUP _____ CONSTRUCTION TYPE _____ OCCUPANT LOAD _____

REVIEW REQUESTED: CHECK ALL THAT APPLY

- | | | | |
|---|-------------------------------------|---|--|
| <input type="checkbox"/> New Building | <input type="checkbox"/> Garage | <input type="checkbox"/> Fire Alarm | <input type="checkbox"/> Change of Use |
| <input type="checkbox"/> Addition | <input type="checkbox"/> HVAC | <input type="checkbox"/> Fire Suppression | <input type="checkbox"/> Signage |
| <input type="checkbox"/> Alteration | <input type="checkbox"/> Electrical | <input type="checkbox"/> Hood Suppression | <input type="checkbox"/> Pool (In Ground) |
| <input type="checkbox"/> Deck _____ Sq. Ft. | <input type="checkbox"/> Gas Line | <input type="checkbox"/> Hood Exhaust | <input type="checkbox"/> Pool (Above Ground) |
| <input type="checkbox"/> Shed _____ Sq. Ft. | <input type="checkbox"/> Fence | <input type="checkbox"/> Cert. of Occupancy | <input type="checkbox"/> Roofing |
| <input type="checkbox"/> Electrical Service Size _____ Line Drawing Required over 400 AMP | | | |
| <input type="checkbox"/> Other (Specify) _____ | | | |

Is property located in a Floodplain? Yes / No _____

All information contained in this application is true, accurate, and complete to the best of my knowledge and I do hereby agree to complete the project in compliance with all relevant building codes.

OWNER/OWNER REP. (Please Print) _____ EMAIL _____

OWNER/OWNER REP. (Signature) _____ APPLICATION DATE _____

Auditor Information: # Bedrooms _____ # Baths _____ # Stories _____ Livable Sq. Ft. _____ Finished Basement Sq. Ft. _____

*****OFFICE USE ONLY*****

DEPOSIT \$ _____ RECEIVED BY _____ PAYMENT: CASH CREDIT CHECK # _____

Is property located in a Floodplain? Yes / No _____ PERMIT # _____

ZONING APPROVED _____ DATE _____

BUILDING APPROVED _____ DATE _____