

## CITY OF GERMANTOWN

One North Plum Street Germantown, OH 45327  
937-855-7255 [www.cityofgermantown.oh.us](http://www.cityofgermantown.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 require 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 completed 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 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 NO. \_\_\_\_\_ 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. \_\_\_\_\_ APPLICATION DATE \_\_\_\_\_

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

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

DEPOSIT \$ \_\_\_\_\_ RECEIVED BY \_\_\_\_\_ PAYMENT: CASH CHECK CREDIT RECEIPT# \_\_\_\_\_

ZONING APPROVED \_\_\_\_\_ DATE \_\_\_\_\_

Is property located in a Floodplain? Yes / No \_\_\_\_\_

BUILDING APPROVED \_\_\_\_\_ DATE \_\_\_\_\_