



## MECHANICAL/HVAC PERMIT APPLICATION

City of Elberton  
203 Elberton Street  
Elberton, Georgia 30635  
706-213-3116

PERMIT NUMBER \_\_\_\_\_

### Property Owner Information:

Name(s): \_\_\_\_\_ Telephone#: \_\_\_\_\_

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

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

### Site Address:

Site address \_\_\_\_\_ Elberton, GA 30635

Type of structure:  Residential  Non Residential  New Service  Replacement

Type of system installing: \_\_\_\_\_

Number of units: \_\_\_\_\_ Name of Equipment: \_\_\_\_\_

Net load – BTU or TONS: \_\_\_\_\_

### Contractor Information:

Name(s): \_\_\_\_\_ Telephone#: \_\_\_\_\_

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

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

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

Is site address in a **FEMA Flood Hazard Zone**:  No  Yes ([www.msfc.fema.gov](http://www.msfc.fema.gov))

Is the site within 200 feet of state waters:  No  Yes

### **MAKE SURE TO INCLUDE PERMIT APPLICATION CHECK LIST DOCUMENTS.**

I understand that I remain responsible for all permit conditions, fees, and work performed at the site location above. I acknowledge the City of Elberton fee schedule as provided. I certify that the information provided is true and accurate to the best of my knowledge.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**PERMIT FEE SCHEDULE:**

TYPE	DESCRIPTION	Fee	Quantity	Total Due
Mechanical / HVAC	HVAC service base fee	\$65.00		
	Plus: Installation type: replacement to existing unit	\$5.00		
	Plus: Installation type: per installation of new unit	\$10.00		
	Plus: BTU rating: Less than 34K BTUs	\$0.00		
	Plus: BTU rating: 34K - 165K BTUs	\$5.00		
	Plus: BTU rating: 166K - 330K BTUs	\$10.00		
	Plus: BTU rating: 331K - 1165K BTUs	\$15.00		
	Plus: BTU rating: 1166K - 3330 BTUs	\$25.00		
	Plus: BTU rating: 3331K BTUs and up	\$35.00		
	Plus: Value fee: First \$1,000 in value	\$0.00		
	Plus: Value fee: per each \$1,000 and fraction of a 1,000 in value	\$2.00		
			<b>TOTAL DUE:</b>	

**PERMIT APPLICATION CHECKLIST:**

The following list of documentation is required before a permit will be issued. Incomplete forms will not be processed and will delay permit issuance. Please return this form with all permit application submittals. All documents must be legible.

- Completed permit application(s)
- Contractor licensing (state license card, business license, driver's license)
- Copy of site and/or floor plan(s) (8.5 x 14) (if applicable) for general building permits
- Copy of Dig Permit (811)
- FEMA Flood Hazard Zone Elevation Certificate (if applicable) for general building permits for new construction
- E-Verify Affidavit (Pursuant to O.C.G.A. 36-60-6(d) required for professional contractors only
- SAVE Affidavit (Pursuant to O.C.G.A. 50-36-1(E)(2) required for professional contractors and homeowners (self-work)
- Other as stated on permit application

Information above received by Zoning Department:

Acknowledgement by: \_\_\_\_\_ Date: \_\_\_\_\_