



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.msc.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		
			TOTAL DUE:	

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: _____