



Department of  
**CITY PLANNING**

**OFFICE OF BUILDINGS**  
TRADE PERMITS DIVISION  
55 Trinity Avenue, 3<sup>rd</sup> Floor, Suite 3800  
Atlanta, Georgia 30303  
(404) 865-8550

**MECHANICAL**  
(HVAC)  
Permit Application

Building Permit Number: \_\_\_\_\_

Residential  Commercial

Issued By

**JOB SITE**

Street Address \_\_\_\_\_ Suite / Unit Number \_\_\_\_\_

Business Name \_\_\_\_\_

**CONTRACTOR INFORMATION**

License Holder's Name \_\_\_\_\_ Company Name \_\_\_\_\_

Check Box  
if Contractors

Street Address \_\_\_\_\_

Issue Date

Phone Number, Fax  
Number, and/or  
Address changed so  
our records can be  
updated.

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

State License Number \_\_\_\_\_ Business License Number \_\_\_\_\_

Permit Number

Item Description	Tons	BTUs	Qty	Cost Per Item	Total
<b>HEATING SYSTEM</b>					
Up to 500,000 Per System (each)				\$40.00	
Over 500,000 Per System (each)				\$100.00	
Decorative Fireplace				\$25.00	
<b>COOLING SYSTEM</b>					
Up to 5 Tons (each)				\$40.00	
Over 5 Tons (each)				\$100.00	
<b>GAS PIPING</b>					
Up to 1,000 CFH Per Motor				\$40.00	
Over 1,000 CFH Per Motor				\$100.00	
Cooking Appliances				\$20.00	
<b>VENTILATION</b>					
Bath Fans, Dryer Vents (Residential, regardless of qty)				\$30.00	
Commercial Parts (each including Grease Fans & MUA)				\$50.00	
Commercial Bath Fans and Dryer Vents (each)				\$10.00	
Grease Hoods				\$50.00	
Duct Alterations				\$50.00	
Public Safety Inspections				\$50.00	
Multi-Family (3 or more units) Per Apt. or Condo (This includes heating, cooling, and ventilation systems)				\$100.00	
<b>OTHER</b>					
MISCELLANEOUS:				\$50.00	

COMMENTS / JOB DESCRIPTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The above statements are true to the best of my knowledge, and I, the undersigned do hereby agree that I am responsible for this installation meeting all code requirements.

Contractor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\$150 Minimum Base Permitting Fee**

Permitting Fees: \$  
Technology Fee: \$ 25.00

Inspections can be scheduled through the automated system by  
calling **(404) 658-6800**

**Total Fees: \$**

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