

HATFIELD TOWNSHIP

MECHANICAL PERMIT PROCEDURES

A Mechanical Permit is required for all Heating, Ventilation & Air Conditioning for new construction, renovations, alterations, fireplaces and insert, wood and gas stove, and residential fuel tanks.

PART I – Location of Property – Address, Parcel Number and Lot & Block must be provided on all applications.

PARTS II Thru VII – Complete this section.

PART VIII – Sign and date application. If property resident is not the owner of the property, a notarized statement indicating the owner's approval of the proposed construction must be submitted with the application. Provide phone numbers where property owner/resident and or contractor may be reached. Contractors making application must be registered with Hatfield Township annually.

PLANS AND SPECIFICATIONS

- **Three (3) copies of all plans and specifications must be submitted with all applications for HVAC permit.**
- **All Non-Residential plans must be designed and sealed by a design professional.**
- **Plans must also include all calculations of the International Energy Code by using COMcheck EZ software.**
- **Contractor State License Number required for all home improvement work.**

ADDITIONAL INFORMATION

FEES – Permit fees must be submitted with the permit application. If paying by check, please make check payable to “Hatfield Township”.

REVIEW – The application will be reviewed by the Code Enforcement and Zoning Departments for compliance with all Hatfield Township codes, ordinances and the State UCC.

PERMIT GRANTED – **Work may not start until a permit has been approved and granted.** The permit cards are to be displayed so as to be visible from the street.

PLUMBING, ELECTRICAL AND HVAC – All plumbing, electrical, heating and air conditioning contractors and/or their personnel performing commercial or new home construction must be registered and provide a Certificate of Insurance verifying Worker's Compensation coverage, and Federal or State Employer Identification Number (EIN). In addition, each contractor must obtain the appropriate permits for the work to be done.

INSPECTIONS – Call the Township building department office (215-855-0900) at least 24 hours in advance to schedule each inspection. All electrical inspections will be performed by **UNITED INSPECTION AGENCY, INC.** (215-542-9977) Responsibility for notification for inspections at the various stages of construction lies with the applicant and/or contractor. If the appropriate inspections are not requested, uninspected work will not be granted final approval.

HATFIELD TOWNSHIP

MECHANICAL PERMIT APPLICATION

PART I – PROPERTY LOCATION

Address: _____ Suite #: _____

City: _____ State: _____ Zip: _____

PART II – NON-RESIDENTIAL

Business Name/Tenant: _____

PART III - IDENTIFICATION – To be completed by all applicants

APPLICANT Name: _____ Phone: _____

Company: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

OWNER Name: _____ Phone: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

MECHANICAL CONTRACTOR Company: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

State License Number: _____ Expiration Date: _____

DESIGN PROFESSIONAL Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

PART IV – TYPE OF WORK

NEW CONSTRUCTION * REPAIR * REPLACE (Circle one)

*Type of Unit being installed _____ Type of Fuel source: _____

Total Number of UNITS being installed _____

FIREPLACE, WOOD STOVES AND GAS STOVES

WOOD * GAS * FREESTANDING UNIT * INSERT UNIT (Circle one)

GEOTHERMAL SYSTEMS: Total Number of Wells: _____

RESIDENTIAL FUEL TANKS:

Basement or Above Ground Tank In Ground Tank

BRIEF DESCRIPTION OF WORK: _____

***If system requires an electrical hook-up, an Electrical Permit Application must also be submitted.**

PART V – DIMENSIONS

Total square footage of construction area, based on exterior dimensions _____ sq. ft.

Number of stories _____

Total building square footage _____ (if not the same as above)

PART VI - COST

Cost of HVAC Improvements \$ _____

PART VII – FEE (see attached fee schedule)

PERMIT FEE: \$ _____

PART VIII - SIGNATURE

Deposit of Check Representing the Fee for this Application does not Constitute Approval of or Granting of Same by Hatfield Township. I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his agent and we agree to conform to all applicable laws of Hatfield Township.

SIGNATURE OF APPLICANT (Please Print & Sign)

DATE

SCHEDULE OF FEES

RESIDENTIAL (One & Two Family Dwellings)

- **Building** - New Construction – Replacement – Renovations
\$300.00 per HVAC unit
- **Fireplaces** - New Construction – Replacement – Renovations of Fireplaces, Fireplace inserts and Wood burning stoves
\$85.00 per unit (**gas test may also be required*)
- **Outdoor Solid Fuel Appliances**
New Construction - \$85.00
Annual Registration Fee - \$25
- **Replacement** of unit (unit only, no duct work)
\$95.00 per unit (**gas test may also be required*)
- **Geothermal System**
Base Fee: \$85.00
Each well: \$35.00
- **Residential Fuel Tanks (Remove and Replace)**
\$95.00 per tank

Re-Inspection Fee

A fee of \$30.00 may be applied if a third inspection is necessary.

NON-RESIDENTIAL (All Use Groups Except One & Two Family Dwellings)

- **All** - New Construction – Replacement – Renovations
\$260.00 for the first 2000 sq. ft.
\$0.25 per each additional square foot from 2001 to 20,000 sq. ft. or
\$0.15 per each additional square foot from 20,001 to 100,000 sq. ft. or
\$0.10 per each additional square foot over 100,001 sq. ft.
- **Replacement** of unit (unit only, no duct work)
\$200.00 per unit
- **Commercial Hood**
\$200.00 per unit

- **Geothermal System**
\$85.00 base fee
\$35.00 per well
- **Gas Line Test**
\$60.00*
- **Geothermal System**
Base Fee: \$85.00
Each well: \$35.00
- **Re-Inspection Fee**
A fee of \$30.00 may be applied if a third inspection is necessary.

INSPECTIONS REQUIRED

BUILDING DEPT. INSPECTIONS

- Rough (before close-in)
- Above ceiling
- Final

ELECTRICAL INSPECTIONS

- Rough (before close-in)
- Final

NOTE: ALL ELECTRICAL WORK must be inspected by **UNITED INSPECTION AGENCY, INC. (215-542-9977)**. All new electrical work needs electrical permit. Inspection and plan review fees are included in the permit fees. **If an inspection fails twice for the same code violation, a reinspection fee will be required prior to a third inspection.**