



# Clark County Community and Economic Development

Springview Government Center  
3130 E. Main Street, Suite 1A  
Springfield, Ohio 45505

Phone (937) 521-2160 | Fax (937) 328-2621  
communitydevelopment@clarkcountyohio.gov

## RESIDENTIAL HVAC/GAS LINE APPLICATION

PLEASE PRINT OR TYPE

APPLICATION NO: \_\_\_\_\_

PLEASE SEE SUBMITTAL REQUIREMENTS PART B

### 1. PROJECT INFORMATION

What City, Village, or Township is this project located in \_\_\_\_\_

Project Address \_\_\_\_\_

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

Project Description \_\_\_\_\_

#### This project is:

- Part of other New Construction, Alterations, or Change of Use
- HVAC/Gas line drawings included with building plans
- A stand-alone New Work Project, Addition, or Repair

#### Natural Gas provider:

- Columbia Gas
- Vectren
- Propane

### 2. PROPERTY OWNER

Name \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

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

### 3. HVAC/GAS PIPING CONTRACTOR

Contact Person \_\_\_\_\_

Cell Phone \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

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

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

E-Mail \_\_\_\_\_

### 4. APPLICANT

Contact Person \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

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

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

E-Mail \_\_\_\_\_

I hereby certify that I am the Owner of Record, that I have been authorized by the Owner to make this application as his Agent, and that we agree to conform to ALL laws of the County and the State, and that all information on this application is truthful to the best of my knowledge. I also understand that **UPFRONT FEES ARE NON-REFUNDABLE AND NONTRANSFERABLE.**

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

## OFFICE USE ONLY

### HVAC/GAS PIPING PERMIT FEES

- Application Fee .....\$40

#### MECHANICAL CONSTRUCTION

- New System .....\$90
- Replacement System.....\$45
- Ductwork Only.....\$10
- Ventilation Equipment.....\$10
- Unit Heaters/Mini Split.....\$45

#### GAS Piping

- New Gas Piping.....\$45
- Reconnect, Repair Gas Piping.....\$45
- Field Inspection.....45 x \_\_\_\_\_ = \_\_\_\_\_

- Plan Review Fee.....\$20

- Work Without Permit.....\$200

**SUBTOTAL** \_\_\_\_\_

**1% OBBS State Assessment Fee** \_\_\_\_\_

**TOTAL PERMIT FEE** \_\_\_\_\_

## OFFICE USE ONLY

Received:  Counter  Mail  Fax  E-mail

Date \_\_\_\_\_ Intake Person \_\_\_\_\_

Plans Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Plans Approved by \_\_\_\_\_ Date \_\_\_\_\_

Notified Permit ready by \_\_\_\_\_ Date \_\_\_\_\_

Paid \_\_\_\_\_ Date \_\_\_\_\_

# RESIDENTIAL HVAC/GAS PIPING PLAN SUBMITTAL FORM Part B

## General Instructions

- The application shall be filled out completely.
- The application may be faxed or e-mailed to our office at anytime. Once the application is approved the staff will call the applicant indicating approval and total cost of permit. It is the applicant's responsibility to check periodically on the status of this application.
- All work shall conform to the current edition of the *Residential Code of Ohio*.

## Submittal Requirements

### NEW DWELLINGS /ROOM ADDITIONS

1. Duct layout. 2. ACCA Manual J load calculations. 3. Manufacturer's specifications for the appliance/equipment.

### BASEMENT FINISH

1. Duct layout. 2. Exhaust. 3. Mechanical ventilation unless approved glazing is provided.

### GAS PIPING

1. Indicate fuel type. 2. Submit single-line drawing indicating pipe size. 3. Pipe material.
4. BTU rating of appliances and equipment connected.

**HEATING AND COOLING EQUIPMENT AND APPLICANCES SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S INSTALLATION INSTRUCTIONS AND THE REQUIREMENTS OF THE RESIDENTIAL CODE OF OHIO. RCO M1401.1**

---

## For more information or questions:

Clark County Community & Economic Development  
Springview Government Center  
3130 E. Main Street, Suite 1A  
Springfield, OH 45505  
(937) 521-2160  
(937) 328-2621 fax

General E-mail: [communitydevelopment@clarkcountyohio.gov](mailto:communitydevelopment@clarkcountyohio.gov)  
Website: [www.clarkcountyohio.gov/communitydevelopment](http://www.clarkcountyohio.gov/communitydevelopment)

## Office Hours

Monday through Friday  
Office opens at 7:30 am  
Front Counter closes at 4:00pm  
Office closed at 4:30 pm