

BOROUGH OF COLLEGEVILLE
MECHANICAL PERMIT APPLICATION

PART I – PROPERTY LOCATION

Address: _____

Zoning District: _____ Parcel #: _____ Lot: _____ Block & Unit: _____

PART II – NON-RESIDENTIAL

Business Name/Tenant: _____

PART III – IDENTIFICATION (To be completed by all applicants)

Owner: Name: _____ Phone: _____

Address: _____

Mechanical Name: _____ Phone: _____

Contractor: Address: _____

City/State: _____ Zip Code: _____

Design Name: _____ Phone: _____

Professional: Address: _____ City/State/Zip: _____

PART IV – TYPE OF WORK

New Construction Replacement (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)

Brief Description of Work _____

PART V – COST

Cost of Mechanical improvements _____

Other costs _____ Total Cost of project _____

PART VI – SIGNATURE

Deposit of check representing the fee for this application does not constitute approval of or granting of same by Collegeville Borough. 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 Collegeville Borough.

Signature _____ Date _____

**SCHEDULE OF FEES
(Resolution 2014-01)**

Residential & Non-Residential State Surcharge	\$75.00 first \$1,000.00; \$10.00 each additional \$1,000.00 \$4.00
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INSPECTIONS REQUIRED

- Rough (before close-in)
- Final

NOTE: ALL ELECTRICAL WORK must be inspected by United Inspections. Please call 215.542.9977 to schedule an inspection. All new electrical work needs an electrical permit.

Borough of Collegeville
491 E. Main Street
Collegeville, PA 19426
610.489.9208 610.489.6661 Fax www.collegeville-pa.gov

BOROUGH OF COLLEGEVILLE

Mechanical Permit Procedures

A Mechanical Permit is required for all heating, ventilation and air conditioning in new construction including all renovations, alterations, fireplaces and insert, wood and gas stoves.

Part I – Location of property – Address, Zoning District, Parcel Number, Lot (if applicable), Block & Unit must be provided on all applications.

Parts II through V – Complete these sections.

Part VI – 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 register with Collegeville Borough annually.

PLANS AND SPECIFICATIONS

- Two (2) copies of all plans and specifications must be submitted with applications for Mechanical permit.

ADDITIONAL INFORMATION

Fees – Permit fees must be submitted with the permit application.

Review – The application will be reviewed by the Code Enforcement and Zoning Departments for compliance with all Collegeville Borough codes, ordinances and the State UCC.

Permit Granted – Work may not start until a permit has been approved and granted.

HVAC Contractors – All HVAC contractors and/or their personnel must be registered and provide a Certificate of Insurance verifying Worker’s Compensation coverage, and PA State Registration Number.

Inspections – Call the Borough Office (610.489.9208) at least 24 hours in advance to schedule each inspection. 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, un-inspected work will not be granted final approval.

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WORKERS' COMPENSATION INSURANCE COVERAGE
INFORMATION

A. THE CONTRACTOR IS: (if the owner is doing the work, check NO and sign below)

A contractor within the meaning of the Pennsylvania Workers' Compensation Law

YES

NO

If the answer is "yes", complete section B and C, as appropriate, and sign below.

B. INSURANCE INFORMATION (if filling out this section, the CONTRACTOR must sign below)

Name of Contractor _____

Federal or State Employer Identification No. _____

Contractor is a qualified self-insurer for Workers' Compensation

Certificate Attached

Name of Workers' Compensation Insurer _____

Workers' Compensation Insurance Policy No. _____

Certificate Attached

Policy Expiration Date _____

C. EXEMPTION (if filling out this section, the CONTRACTOR must sign below)

Complete Section C if the contractor is claiming exemption from providing Workers' Compensation Insurance.

The undersigned swears or affirms that he/she is not required to provide Workers' Compensation Insurance under the provisions of Pennsylvania Workers' Compensation Law for one of the following reasons, as indicated:

Contractor with no employees. Contractor prohibited by law from employing any individual to perform work pursuant to this building permit unless contractor provided proof of insurance to the Borough.

Religious exemption under the Workers' Compensation Law. Must be notarized.

Signature: _____

Address: _____

County of: _____

Municipality of: _____

Subscribed and sworn to before me this

_____ day of _____ 20__.

Signature of Notary

My Commission Expires: _____

MECHANICAL CONTRACTORS:

All residential permits involving HVAC work which will affect the HVAC system (replacements, additions, finished basements, etc.) will require **HVAC LOAD CALCULATIONS** to be submitted as part of the permit submittal package, in order to show compliance with Chapter 14 of the International Residential Code. An HVAC Certification letter (by itself) is no longer acceptable.

Please note that any Mechanical permit applications received that do not have load calculations included, will be rejected.

Thank you in advance for your cooperation!