



Real People. Real Possibilities:

Public Service  
Department  
614.334.2557

# HVACR PERMIT APPLICATION

Allow 2-3 business days for processing.  
The approved permit will be mailed to you.

**If HVAC drawings were not part of the plan review application, you must obtain the plan review prior to applying for HVAC PERMIT.**

**PLEASE INDICATE THE BUILDING PERMIT# THIS APPLICATION RELATES TO:**

**CERTIFIED ADDRESS INFORMATION:**

Street Address: \_\_\_\_\_  
 Lot Number & Subdivision: \_\_\_\_\_

**APPLICANT INFORMATION:** (individual)

Name of Applicant: \_\_\_\_\_  
 Applicant's e-mail: \_\_\_\_\_  
 Applicant's Phone #: \_\_\_\_\_

**CONTRACTOR INFORMATION:** (Company)

Contractor Company Name: \_\_\_\_\_  
 Hilliard Contractor Registration #: \_\_\_\_\_

	ITEM	QTY	SFT	FEE STRUCTURE	FEE	=	Total	
<b>RESIDENTIAL</b>	<b>NEW BUILD</b>		N/A	\$150 flat fee	\$150.00	=		
	REPLACEMENT or ALTERATION	A/C						
		FURNACE		N/A	\$75 each flat fee	\$75.00	=	
	OTHER							
<b>Multi-Family</b> Res: 1-2-3 Units = + 1% Com: 4+ Units = + 3%	<b>NEW BUILD (# OF UNITS IN SHELL)</b>		N/A	\$150 flat fee	\$150.00	=		
	REPLACEMENT or ALTERATION	A/C						
		FURNACE		N/A	\$75 each flat fee	\$75.00	=	
	OTHER							
<b>COMMERCIAL</b>	<b>NEW BUILD</b>			\$150 + 0.03/sft (min. \$150)	\$150.00	=		
	REPLACEMENT or ALTERATION	A/C						
		FURNACE		N/A	\$100 each flat fee	\$100.00	=	
		ROOFTOP UNIT						
		OTHER						
	<b>REFRIGERATION</b>		N/A	\$100 each flat fee	\$100.00	=		

This permit is granted on the express condition that said work shall, in all respects, conform to the laws of Ohio and with the provisions of the CITY of HILLIARD Building Code regulations the Installation, repair and altering of heating systems and may be revoked at any time upon the violation of any provisions of said laws or building code.

**Permit Subtotal:** \_\_\_\_\_  
**Residential Jobs**

**add 1%:** \_\_\_\_\_

**Zero out the % not being used**

**Commercial Jobs**

**add 3%:** \_\_\_\_\_

Includes M-Fam 4+ units

**TOTAL DUE:**

**YOU MUST  
DISPLAY  
PERMIT  
ON JOBSITE**

\_\_\_\_\_  
 Signature of applicant (date)

\_\_\_\_\_  
 Application becomes permit when signed by Building Official: (date)

Permit # Assigned: \_\_\_\_\_

**Inspection Line: 614-334-2466**  
 call by 2pm for next day inspection