



Mechanical Permit Application

Ogden City Development Services
2549 Washington Blvd. Suite 240
Ogden, Utah 84401
(801) 629-8985

Please print legibly and complete all areas:

Project address:		
Project Value:	check one: <input type="checkbox"/> contract value <input type="checkbox"/> estimate	
Applicant's name:		
Applicant's Address:		
Phone:	Cell Phone:	FAX:
E-mail:		
Property Owner's Name:		
Owner's Address:		
Phone:	Cell Phone:	FAX:
(See back for submittal checklist for each type of permit)		
What type of work are you doing?	<input type="checkbox"/> new furnace(s) <input type="checkbox"/> new ductwork <input type="checkbox"/> new gas line <input type="checkbox"/> new gas appliance	
<input type="checkbox"/> New Air Conditioner on roof	→ → if checked, are you replacing an <i>existing</i> A/C unit? Y N	
<input type="checkbox"/> New Air Conditioner on the ground		
<input type="checkbox"/> Commercial Stove Hood	<input type="checkbox"/> Other:	
Type of building:	<input type="checkbox"/> Single Family Dwelling <input type="checkbox"/> Multi-family dwelling _____ # of units <input type="checkbox"/> Commercial building	
Other:		
Engineer (if used):		
E-mail:		
Phone:	Cell Phone:	FAX:
Mechanical Contractor:		
City:	Utah State Lic.#:	
For Office Use Only:	Zone:	Planning Community:
Census:		Traffic:
_____	_____	
<i>Applicant's signature</i>	<i>date</i>	
_____	_____	
<i>Plans accepted by</i>	<i>date</i>	

The following items are required to obtain a mechanical permit:

Furnace/Air conditioner: No plans are required unless you are replacing ROOF TOP units. In this case, we need to verify that the roof will support the new or additional weight. A letter from a licensed engineer will be required if you are adding rooftop units where none existed before.

New Ductwork: (2) Two copies of floor plans showing the location of the new ductwork.

New Gas Line: (2) Two copies of a gas line diagram, showing the lengths of the lines, and the appliances (and BTUs) that the line is supplying. (Ask our staff for an example, if needed.)

New Gas Appliance: (2) Two copies of the manufacturer's installation booklets.
 (2) Two copies of a floor plan showing the location of the new appliance.
 (2) Two copies of gas line diagram (discussed above)

New Commercial Stove Hoods:

(2) Two copies of the following:

- ◇ Floor plans showing the position of the hood and all appliances under the hood, and next to the hood.
- ◇ Manufacturer's installation instructions, including any diagrams, etc.
- ◇ Statement of what type of foods will be cooked under this hood. Is it a Type I or a Type II?
- ◇ What material are the walls and ceiling made of, adjacent to the hood?
- ◇ Duct design
- ◇ Make-up air design

Note: Commercial stove hood fire suppression systems require a separate application, and a separate permit, obtained by a Fire Suppression Contractor (s370). That application is available at ogdencity.com or at our customer service counter.

Gas line installation requirements:

Installation of gas lines requires a plumbing license (s210). Gas lines cannot be installed by Mechanical Contractors (s350) unless they have a Rocky Mountain Gas Association card. If you have the Rocky Mountain Gas card, please bring it with you when you apply for your permit.

