



**CITY OF RICHMOND**  
 Department of Codes, Planning, Safety & Risk Management  
 239 West Main Street, Richmond, KY 40475  
 Telephone: (859) 625-6404 Fax: (859) 625-6401  
 www.buildrichmondky.com

Internal Use Only:  
 Finance Code: Permit  
 Fee: \_\_\_\_\_  
 Approved: \_\_\_\_\_

## Commercial Mechanical Permit Application

Only a licensed Master HVAC contractor may apply for and obtain this permit. All information must be accurate and legible; in order for this application to be considered for issuance of a permit you must have a City of Richmond business license, issued State License number, HVAC Load Calculations/Manual J, Copy of Duct Design (incl. trunk, flex sizes, room locations), Equipment Manufacturers Specs (Commercial Only)

### Site/Building Information

<b>Address of project:</b>						<b>Est Start:</b>	<b>Est Finish:</b>
<b>Detailed Description of Work:</b>							
<b>Please select the type of work to be completed:</b>				<b>Type of Heating Fuel:</b>			
<input type="checkbox"/> New <input type="checkbox"/> Equipment Replacement				<input type="checkbox"/> Gas <input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Wood <input type="checkbox"/> Coal <input type="checkbox"/> Other: _____			
<b>1<sup>st</sup> Floor Unit Size</b>	<b>Unit Location</b>	<b>Addl. Unit Size</b>	<b>Unit Location</b>	<b>2<sup>nd</sup> Floor Unit Size</b>	<b>Unit Location</b>	<b>Addl. Unit Size</b>	<b>Unit Location</b>
<b>Enter Number of New or Replacement Units</b>							
____ Air Handling Unit	____ Gas/Oil Conversion	____ Solid Fuel Appliance	____ Forced Air Furnace	____ Kitchen Exhaust Hood			
____ Coil Unit	____ Hazardous Exhaust	____ Split System A/C	____ Heat Pump	____ Unit Heater			
____ Boiler	____ Geo Thermal	____ Electric Furnace	____ Incinerator	____ Other: _____			

### Applicant Information

<b>Name:</b>	
<b>Address:</b>	
<b>Phone Number (required):</b>	<b>Email (required):</b>
<b>Applicant is:</b> <input type="checkbox"/> Owner <input type="checkbox"/> Contractor	<b>Preferred Contact Method:</b> <input type="checkbox"/> Email <input type="checkbox"/> Phone

### Owner Information

<b>Name:</b>	<b>Check if same as applicant:</b> <input type="checkbox"/>
<b>Address:</b>	
<b>Phone Number:</b>	<b>Email:</b>

### Mechanical Contractor Information (Required, if a contractor is completing the work)

<b>Business Name:</b>	
<b>Address:</b>	
<b>Phone Number:</b>	<b>Email:</b>
<b>City of Richmond Business License Number (required):</b>	<b>State Issued License Numbers:</b> HM0 _____

### Applicant Signature

I hereby apply for a Mechanical Permit and acknowledge that the information above is complete and accurate; **I understand that that this is not a permit, and the submission of this application does not constitute approval of any work.** I further state that all work herein will be done in accordance with the ordinances of the City of Richmond and the Kentucky Residential Code. I certify that I will provide and maintain Worker's Compensation Insurance. I accept that all inspection reports, notices of violation and enforcement related to site inspections are my responsibility. I understand that false statements, errors, and/or omissions may be sufficient cause for denial or revocation of the permit. Issued permits become void if work does not begin within 180 days or is suspended at any time for over 180 days. ***Application is not valid unless signed.***

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applicant Printed Name:** \_\_\_\_\_

\*\*Payment is required at the time of submission; once all required documents are received, please allow three (3) business days for review. Online submission is also possible through our website, [www.buildrichmondky.com](http://www.buildrichmondky.com)

<b>HVAC COMMERCIAL INSTALLATION FEE SCHEDULE</b>			
<small>(Please use the table below to determine the permit fee)</small>			
<b>Estimated Cost of Work: \$</b> _____		<b>\$400,001 to \$500,000</b>	<b>FEE: \$1,500</b>
<b>\$2000 or Less</b>	<b>FEE: \$125</b>	<b>\$500,001 to \$600,000</b>	<b>FEE: \$1,725</b>
<b>\$2001 to \$10,000</b>	<b>FEE: \$180</b>	<b>\$600,001 to \$700,000</b>	<b>FEE: \$1,900</b>
<b>\$10,001 to \$25,000</b>	<b>FEE: \$270</b>	<b>\$700,001 to \$800,000</b>	<b>FEE: \$2,125</b>
<b>\$25,001 to \$50,000</b>	<b>FEE: \$330</b>	<b>\$800,001 to \$900,000</b>	<b>FEE: \$2,355</b>
<b>\$50,001 to \$75,000</b>	<b>FEE: \$390</b>	<b>\$900,001 to \$1,000,000</b>	<b>FEE: \$2,590</b>
<b>\$75,001 to \$100,000</b>	<b>FEE: \$500</b>	<b>\$1,000,001 to \$1,100,000</b>	<b>FEE: \$2,820</b>
<b>\$100,001 to \$150,000</b>	<b>FEE: \$630</b>	<b>\$1,100,001 to \$1,200,000</b>	<b>FEE: \$3,050</b>
<b>\$150,001 to \$200,000</b>	<b>FEE: \$760</b>	<b>\$1,200,001 to \$1,300,000</b>	<b>FEE: \$3,280</b>
<b>\$200,001 to \$250,000</b>	<b>FEE: \$885</b>	<b>\$1,300,001 to \$1,400,000</b>	<b>FEE: \$3,510</b>
<b>\$250,001 to \$300,000</b>	<b>FEE: \$1,025</b>	<b>\$1,400,001 to \$1,500,000</b>	<b>FEE: \$3,735</b>
<b>\$300,001 to \$400,000</b>	<b>FEE: \$1,150</b>	<b>\$1,500,001 and above</b>	<b>FEE: \$3,965</b>

1. It shall be the obligation of the installing contractor to supply the complete value, including labor and material costs regardless of the purchaser.
2. The permit application shall include an affirmative, signed statement that the true value lies within certain limits, as listed in the left column of the table above; the fee due is listed in the right column.
3. The City of Richmond may request documented proof of costs from the permit applicant if the true value is in question.