



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: _____

Residential Mechanical Permit Application

Only a licensed Master HVAC contractor may apply for and obtain this permit. All information must be accurate and legible; if you are a homeowner completing the work, please also complete the Homeowner's Affidavit. 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 (by room), Copy of Duct Design (incl. trunk, flex sizes, room locations)

Site/Building Information

Address of project:						Est Start:	Est Finish:
Detailed Description of Work:							
Please select the type of work to be completed:				Type of Heating Fuel:			
<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: _____			
1st Floor Unit Size	Unit Location	Addl. Unit Size	Unit Location	2nd Floor Unit Size	Unit Location	Addl. Unit Size	Unit Location
Enter Number of New or Replacement Units							
____ 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

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

Owner Information

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

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

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

CONTINUED ON NEXT PAGE

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 five (5) business days for review. Online submission is also possible through our website, www.buildrichmondky.com**

HVAC RESIDENTIAL INSTALLATION FEE SCHEDULE

One/Two-Family/Multi-Family Dwelling Installations: \$105.00 for the first system, plus \$50.00 for each additional system.

No. of Systems: _____ **Fee:** _____

Homeowner Affidavit

Pursuant to KAR 8.070, Section (b), a permit to construct, install, or alter, heating, ventilation, or air conditioning system shall be issued to a homeowner who installs heating, ventilation, or air conditioning system in the homeowner’s legal residence or in a home constructed by a homeowner for personal residential use, if all of the following requirements are met:

1. A Mechanical Permit Application shall be completed and submitted, prior to the initiation of the intended HVAC work.
2. The homeowner shall file the following with the application:
 - This completed affidavit stating the homeowner shall abide by the terms of this administrative regulation.
 - Proof of adequate sizing of heating, ventilation, or air conditioning system to be installed.
 - A **complete design plan** of all related duct and piping system
3. All work shall be performed in compliance with the Kentucky Residential Code (KRC) and the Kentucky Building Code (KBC).
4. **ALL** of the work shall be performed by the owner, ***personally.***
5. Only one (1) homeowner permit for construction shall be issued to an individual within a **five (5) year period.**

Pursuant to KAR 8.080, Section (4), Residential Inspections:

1. It shall be the responsibility of the person who obtained the HVAC Installation permit to notify the department or authorized local permitting/inspection program and request required inspections.
2. Sizing calculations shall be provided to the department or authorized local permitting/inspection program or inspector using the following:

A. Heat Loss/gain using ACCA Manual J	B. Duct sizing using ACCA Manual D
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By signing, I accept all liability and will bear responsibility for any personal or property damages and/or failure created by this installation now. I understand disobeying any of the above will result in a stop work order and legal action.

Homeowner Signature: _____ **Date:** _____

This section to be completed by licensed Notary:

Subscribed and sworn to before me on this day _____ of _____, 20 _____

Notary Public: _____

My Commission Expires: _____

