

Application for Mechanical Permit

APPLICANT INSTRUCTIONS: COMPLETE ALL PARTS OF THIS APPLICATION. The Building Inspection Division can answer questions regarding the completion of this application. Additional Applications are required for Building, Grading, Demolition, Swimming Pools, Signage, Plumbing and Electrical work. Applicants should also contact Easton Utilities for additional requirements. This application requires three sets of construction documents prepared by a registered design professional or the mechanical licensee for Commercial projects or heat gain and loss calculations for Residential projects. -- Revised April 2021



Town of Easton
Building Inspection Division
 14 S. Harrison St.
 Easton, MD 21601
 Phone: 410-822-2526
 Fax: 410-822-8738

Office Use Only

Received Date ____ / ____ / ____

Mech. Permit Number _____

Total Permit Fees \$ _____

Part 1: Project Information

<input type="text"/>	Project Application Date
<input type="text"/>	Project Building Permit Number
<input type="text"/>	Project's Address
<input type="text"/>	Project's Subdivision (if any)
<input type="text"/>	Project's City, State and Zip Code
Confirm the Project Work Area in Square Footage	
<input type="checkbox"/> New Construction and Additions _____	<input type="checkbox"/> Existing Building _____
<input type="checkbox"/> Temporary Structures _____	<input type="checkbox"/> Site (Hydronic, Solar, Etc.) _____

Part 2: Owner - Tenant Information

Owner	
<input type="text"/>	Name
<input type="text"/>	Address
<input type="text"/>	City, State and Zip Code
<input type="text"/>	Email Address and Phone Number
Tenant Information	
<small>For a Multiple Occupancy Building provide tenants information by attaching additional sheets</small>	
<input type="text"/>	Name
<input type="text"/>	Address
<input type="text"/>	City, State and Zip Code
<input type="text"/>	Email Address and Phone Number
<input type="text"/>	Occupied Square Footage

Part 3: Contractor Information

Mechanical Contractor	
<small>Names and License Numbers of all Mechanical Contractors for the project</small>	
<input type="text"/>	Name - Trading As
<input type="text"/>	Address
<input type="text"/>	City, State and Zip Code
<input type="text"/>	Email Address and Phone Number
<input type="text"/>	Maryland Mechanical (HVACR) License Number

Part 4: Certification

The applicant hereby certifies by completing this application as follows: (1) "I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I am the mechanical licensee in charge of the project and have been authorized by the owner to make this application as their agent." (2) "That the information contained in the application and construction documents is a full disclosure of the project." (3) "That the information contained in the application and construction documents is in compliance with all applicable covenants and or deed restrictions." The applicant further certifies if a permit is issued as follows; (1) "That I will comply with all codes of the Town of Easton and the State of Maryland which are applicable thereto.", (2) "That I will perform no work on the above property not specifically in this application and construction documents." and (3) "That the Town Officials shall have the authority to enter areas covered by such permit to enforce the codes applicable to such permit."

Signature of Owner, or the Mechanical Contractor in Charge

Printed Name of Owner, or the Mechanical Contractor in Charge

Part 5: Permit Information

Upon receipt of the Mechanical Permit the permit shall be posted on site and work covered by that permit may commence. Every permit issued shall become: invalid unless the work is commenced within 180 days after the permit's issuance or expired if the commenced work is suspended or abandoned for a period greater than 180 days from the last inspection. Validation of commencement shall be through required inspections and, suspension or abandonment shall be through periodic departmental inspections. All permits shall expire 630 days from the date of their issuance. The Code Official is authorized to grant, in writing, one or more extensions of time, for periods not exceeding 90 days each. All extension shall be requested in writing with justifiable cause demonstrated. One set of approved Construction Documents must be on site at all times.

It shall be the duty of the Mechanical Contractor in charge or their duly authorized agent to: notify the Building Inspection Division when work is ready for inspection, to provide access to such work and means for the inspections of such work, for all required inspections. Inspection requests shall be made twenty-four hours in advance of the work being ready. Requested inspections will be made on the next available business day, prior to the end of business. Work shall not be done beyond the point indicated in each successive inspection without first obtaining the approval of the Building Inspection Division.

No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building, structure or portion thereof shall be made until the Code Official has issued a Certificate of Occupancy. Prior to the issuance of a Certificate of Occupancy, the Building Inspection Division shall have received all required approval from the following offices: Planning and Zoning, Engineering, Easton Utilities, State Fire Marshals Office, Environmental Health, Soil Conservation Services, Maryland Department of the Environment and State Highway Administration. All required inspections for Building, Grading, Demolition, Swimming Pools, Signage, Plumbing, Mechanical and Electrical permits associated with the building structure or portion thereof shall have been approved. The Building Inspection Division shall also have received final reports from all third party inspection agencies for special inspections and a certified location survey plat.

Part 6: Description of Proposed Work

Blank lined area for describing proposed work.

Part 7: Project Equipment Types

<input type="checkbox"/>	Heating	<input type="checkbox"/>	Air Conditioning	<input type="checkbox"/>	Ventilation	<input type="checkbox"/>	Exhaust
<input type="checkbox"/>	Boilers	<input type="checkbox"/>	Water Heaters	<input type="checkbox"/>	Refrigeration	<input type="checkbox"/>	Hydronic Piping
<input type="checkbox"/>	Fuel Oil Piping - Storage	<input type="checkbox"/>	Solar Systems	<input type="checkbox"/>	Other _____	<input type="checkbox"/>	Other _____

Part 8: Project Appliance Types and Counts

<input type="checkbox"/>	Masonry Fireplaces	<input type="checkbox"/>	Evaporative Condensers	<input type="checkbox"/>	Gas Turbine Powered	<input type="checkbox"/>	Kerosene Fired Stoves
<input type="checkbox"/>	Factory Built Fireplaces	<input type="checkbox"/>	Fluid Coolers	<input type="checkbox"/>	Pool Heaters	<input type="checkbox"/>	Oil Fired Stoves
<input type="checkbox"/>	Pellet Fuel Burning	<input type="checkbox"/>	Vented Wall Furnace	<input type="checkbox"/>	Spa Heaters	<input type="checkbox"/>	Small Ceramic Kilns
<input type="checkbox"/>	Fireplace Stoves	<input type="checkbox"/>	Floor Furnace	<input type="checkbox"/>	Cooking Appliance	<input type="checkbox"/>	Stationary Fuel Cell Power
<input type="checkbox"/>	Room Heaters	<input type="checkbox"/>	Duct Furnace	<input type="checkbox"/>	Forced- Air Furnace	<input type="checkbox"/>	Masonry Heaters
<input type="checkbox"/>	Factory Built Barbeques	<input type="checkbox"/>	Infrared Radiant Heaters	<input type="checkbox"/>	Warm-Air Furnace	<input type="checkbox"/>	Gaseous Hydrogen System
<input type="checkbox"/>	Incinerators	<input type="checkbox"/>	Clothes Dryers	<input type="checkbox"/>	Conversion Burners	<input type="checkbox"/>	Heat Recover Systems
<input type="checkbox"/>	Crematories	<input type="checkbox"/>	Sauna Heaters	<input type="checkbox"/>	Unit Heaters	<input type="checkbox"/>	Other _____
<input type="checkbox"/>	Cooling Towers	<input type="checkbox"/>	Engine Powered	<input type="checkbox"/>	Vented Room Heater	<input type="checkbox"/>	Other _____