City of Charleston
Building Department
905 Quarrier St Suite 5
Charleston WV 25301-2622

HVAC PERMIT APPLICATION

HVAC CONTRACTOR:_____PHONE:_____

PROPERTY OWNER NAME:_____

CONSTRUCTION ADDRESS:_____

GENERAL CONTRACTOR NAME:_____

_____COMMERCIAL_____RESIDENTIAL_____NEW INSTALLATION___REPLACEMENT

TOTAL HVAC JOB COST (MATERIALS & LABOR) $_____
(PROJECTS EXCEEDING $10,000.00 WILL REQUIRE A COPY OF AN EXECUTED CONTRACT)

PERMIT FEES FOR COMBO AND SPLIT UNITS ARE TO BE MARKED AS TWO SEPARATE UNITS (AIR HANDLER/HEAT PUMP OR FURNACE/AIR CONDITIONER).

EQUIPMENT BEING INSTALLED	NO.	PERMIT COST	TOTAL PERMIT FEE
REPLACE FURNACE/AIR HANDLER (CIRCLE ONE)		$15.00	
EXHAUST VENT/FLUE/VAV BOXES (NEW, REPLACEMENT)		$5.00	
NEW FURNACE/AIR HANDLER (CIRCLE ONE)		$15.00	
SUPPLIES-DIFFUSERS		$0.50	
RETURNS-GRILLES		$0.50	
HEAT PUMP 1 AND 2 TONS		$15.00	
HEAT PUMP 3 AND 4 TONS		$25.00	
HEAT PUMP 5 AND 6 TONS		$35.00	
HEAT PUMP 7 TONS AND OVER + LINE BELOW		$35.00	
NUMBER OF TONS OVER 7		$5.00 PER TON	
AIR CONDITIONING-24,001 TO 59,000 BTU'S (UP TO 5 TONS/OR CENTRAL STATION)		$15.00	
AIR CONDITIONING-60,000 TO 99,999 BTU'S		$20.00	
AIR CONDITIONING-100,000 BTU'S AND OVER + LINE BELOW		$25.00	
NUMBER OF TONS OVER 100,000 BTU'S		$1.00 PER TON	
REFRIGERATION FEE SHALL BE CALCULATED PER BUILDING PERMIT SCHEDULE OF FEES			
TOTAL PERMIT FEE			$

ALL WORK SHALL BE DONE IN COMPLIANCE WITH THE LAWS AND ORDINANCES OF THE CITY OF CHARLESTON AND IN ACCORDANCE WITH APPROVED PLANS AND SPECIFICATIONS ON FILE WITH THE BUILDING DEPARTMENT.

_____
SIGNATURE OF OWNER/CONTRACTOR OR AUTHORIZED REPRESENATIVE REQUESTING PERMIT

_____
DATE REQUESTED