

THE CITY OF PORTSMOUTH  
**MECHANICAL PERMIT APPLICATION**  
 DEPARTMENT OF PERMITS & INSPECTIONS

801 Crawford Street  
 Portsmouth, VA 23704  
 www.portsmouth.va.us/forms/forms.htm  
 Tel. (757) 393-8531 FAX (757) 393-5108  
 A PERMIT IS HEREBY REQUESTED TO INSTALL  
 MECHANICAL ITEMS AT THE FOLLOWING PREMISES:

1. Address of Job: \_\_\_\_\_
2. Owner: \_\_\_\_\_ 3. Phone \_\_\_\_\_
4. Mechanical Contractor Trade Name: \_\_\_\_\_
5. Mechanical Contractor's Address: \_\_\_\_\_
- City: \_\_\_\_\_ ZIP: \_\_\_\_\_ 7. State License \_\_\_\_\_
- Class A No. \_\_\_\_\_
6. Mechanical Contractor's Phone Number: \_\_\_\_\_ Class B No. \_\_\_\_\_
- Class C No. \_\_\_\_\_

8. USE:

**Residential**

- One Family
- Two Family
- Multi-Family
- \_\_\_\_\_ no. of units
- Hotel, Motel
- Other

**\*Commercial**

- Assembly
- Office, Bank, \_\_\_\_\_ no. of units
- Elevators
- Educational
- Factory/Industrial
- High Hazard
- Mercantile, Stores \_\_\_\_\_ no. of units
- Institutional:
- Hospital
- Convalescent
- Day Nurseries
- Temporary \_\_\_\_\_
- OTHER \_\_\_\_\_

\*(Site & Mechanical Plans to accompany application)

9. Indicate on the following list the building related mechanical items to be installed:

Air Conditioning	A	Fire Place Insert	I	Mech. Refrigeration	Q	Warm Air Furnaces	Y
Boilers	B	Fire Standpipe Unit	J	Package Unit	R	Wood Stoves	Z
Conversion Burners	C	Floor Furnace	K	Re-inspection	S	Water Heater	AA
Dryers	D	Fuel Piping	L	Restaurant Equip.	T	Vents	AB
Duct Work	E	Fuel Storage Tanks	M	Room Heaters	U	Gas Piping	AC
Fans and Blowers	F	Heat Pumps	N	Solar Water Heater	V		
Fire Alarm System	G	Incinerators	O	Unit Heater	W		
Fire Place	H	Kitchen Hood Vent	P	Wall Heaters	X		

10. Total number of Mechanical items to be installed: \_\_\_\_\_

11. Nature of work: \_\_\_\_\_

12. Valuation: \$ \_\_\_\_\_ 15. Total Fee: \$ \_\_\_\_\_

All permits necessary for the completion of the work indicated will be obtained and paid for before any work is started. Failure to comply with applicable codes will result in the penalties set forth in Chapter 6, Portsmouth City Code. Any falsification, misrepresentation or misleading information **VOIDS** this application.

**13. APPLICANT**

Master Mechanical

SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

**OFFICE USE ONLY**

Case No. \_\_\_\_\_ Application No. \_\_\_\_\_

Job No. \_\_\_\_\_