



BUILDING DIVISION

COMMERCIAL HVAC/REFRIGERATION

APPLICATION FORM

64 E. Walnut St.
Westerville, OH 43081-2308
t. (614) 901-6650
f. (614) 901-6666

PERMIT # _____
(Office use only)

DATE _____ PARCEL # _____ BLDG PERMIT # _____
(If applicable)

PROJECT NAME _____ PROJECT ADDRESS _____
(Include Suite #)

CITY _____ STATE _____ ZIP _____

PROPERTY OWNER

NAME _____ CONTACT _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ EMAIL _____

CONTRACTOR

BUSINESS NAME _____ STATE LICENSE # _____
(Required - include copy of certificate)

CONTACT _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ EMAIL _____

NEW BUILDING ADDITION HVAC AND/OR A/C REPLACEMENT UNITS

TENANT FINISH/ALTERATION REFRIGERATION UNIT OTHER

DESCRIPTION OF WORK _____

TYPE OF HEATING SYSTEM NATURAL GAS ELECTRIC OTHER _____

COST OF CONSTRUCTION _____ GROSS SQ. FOOTAGE OF CONSTRUCTION _____
(To include all floors, basement and garage if applicable)

In consideration of permission granted I/We agree to construct said work in all respects in conformity with all applicable codes and regulations of the City of Westerville. Please remember that the applicant is responsible for coordinating and scheduling the required inspections on this permit.

SIGNATURE OF APPLICANT

DATE

PRINTED NAME

PHONE NUMBER



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FEES

For a list of current fees, visit the [Commercial Permit Fees](#) page (*accessible from the Forms & Applications website in the **Building Permit Applications** section*).

For further questions on the applicable fees, call (614) 901-6650 (option #4) and ask to speak with a Building Clerk.

INSPECTION DETAILS

GAS PIPING

Prior to the concealment of the work and prior to the framing inspection. In cases where the HVAC work is entirely above an acoustical ceiling, the rough HVAC inspection can be performed after the framing in-spection. Please note; all HVAC work must be installed per the approved plans, if changes in the duct sizes and layout have occurred, revisions must be submitted and approved prior to the inspection.

ROUGH HVAC

The Underground Inspection shall be made after the trenches or ditches are excavated and bedded, after the piping is installed, and prior to the backfill. The Rough-In Inspection shall be made in conjunction prior to the framing inspection and before concealment of the piping. The Pressure Test Inspection shall be performed before the final HVAC inspection. Set times will be given for the gas piping pressure test inspection.

ABOVE CEILING HVAC

This inspection occurs prior to the installation of ceiling tile. Connections of branch lines to diffusers and return air grilles are inspected.

FINAL HVAC

This inspection shall be performed prior to the occupancy inspection (On small projects the Final HVAC can be performed with the Occupancy Inspection). The contractor shall furnish personnel to test/trip fire dampers (if required) at this time. Please note dampers shall be accessible, be permanently identified. Additionally, smoke detectors in return air systems shall be tested.