



Permitting and Inspections Department
Michael A. Russell, MS, Director

Heating, Ventilating, Air Conditioning (HVAC) or Power Equipment Application and Checklist

(Including roof top chillers, mini/multi split heat pumps, ERV's and fuel fired heating appliances)

The following items shall be submitted:

- ☒ HVAC Application (this form), completed
- ☐ A plot plan showing the size and dimension of the lot, location of buildings, location of all exterior HVAC equipment and distance from property lines
- ☐ Proof of ownership (if inconsistent with the assessor's records)

Additional information is required, as applicable, pertaining to the type of system or installation:

- ☒ Floor and roof plans with dimensions, including location of all equipment and appliances and clearances
- ☒ Ductwork including steel gauge, supply/exhaust lines, diffusers, smoke and fire damper locations
- ☒ Product and equipment details (e.g., model number, dimensions, weight, heating/cooling specifications-- provide the manufacturer's specification manual or cut sheets)
- ☒ Structural framing modifications, equipment mounting and hanging details
- ☒ Venting materials, clearances, number of flues and exhaust termination location

Project Address: 0 Hancock Street Current use of building: none

Tax Assessor's CBL: Chart # Block # Lot # Cost of Work: \$ 1,631,215.00

Owner Name: 0 Hancock LLC Phone: _____

Address: _____ Email: _____

Installer Name: Johnson & Jordan, Inc. Phone: 207-883-8345

Address: 18 Mussey Road, Scarborough, ME 04074 Email: tmichaud@johnsonandjordan.com

Type of Installation: ERV #1 & #2 Exhaust CFM 19,200 Supply CFM 19,200

Duct Smoke Detection (If supply is over 2,000 CFM) in unit Furnace BTU/hour input 700,000

Location of Appliance: ☐ Basement ☐ Floor Level ☐ Wall ☐ Attic ☒ Roof

Fuel or Power Source: ☒ Gas ☐ Oil ☐ Electric ☐ Wood ☐ Pellets

Appliance Name: _____

Name of Listed Approval Entity (e.g., UL Approval): _____

Installer License type (master plumber, oil, gas, etc.): _____ License #: _____

Type of Venting:

- ☐ Masonry Lined
- ☐ Metal
- ☒ Direct Vent
- ☐ Factory Built: _____ Listing #: _____

Type of Fuel Tank:

- ☒ Propane Natural Gas
- ☐ Oil
- ☐ K1
- ☐ N/A

Number of tanks: _____ Size of tank: _____ Distance from tank to center of flame: _____

I hereby certify that I am the owner of record of the named property, or that the owner of record authorizes the proposed work and that I have been authorized by the owner to make this application as his/her authorized agent. I agree to conform to all applicable State laws and codes and the laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the Code Official's authorized representative shall have the authority to enter all areas covered by this permit at any reasonable hour to enforce the provisions of the codes applicable to this permit.

Signature: [Signature] Date: February 9, 2018

This is not a permit. Work may not commence until the permit is issued.
Separate permits are required for plumbing and electrical installations, as required.

Portland, Maine



Yes. Life's good here.

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Electronic Signature and Fee Payment Confirmation

This is a legal document and your electronic signature is considered a legal signature per Maine state law. You will receive an e-mailed invoice from our office which signifies that your electronic permit application has been received and is ready for payment. Please pay by one of the following:

- Electronic check or credit card: portlandmaine.gov/payyourpermit
- Over the phone at (207) 874-8703
- Drop off to Room 315, City Hall
- Mail to:

City of Portland
Permitting and Inspections Department
389 Congress Street, Room 315
Portland, Maine 04101

By signing below, I understand the review process starts once my payment has been received. After all approvals have been completed, my permit will be issued via e-mail. Work may not commence until permit is issued.

Applicant Signature: _____

A handwritten signature in black ink, appearing to be "Michael A. Russell", written over a horizontal line.

Date: 2/12/18

I have provided electronic copies and sent them on:

Date: 2/12/18

NOTE: All electronic paperwork must be delivered to permitting@portlandmaine.gov or with a thumb drive to the office.

If you or the property owner owes taxes or user charges on property within the City, payment arrangements must be made before a permit application is accepted.