



## HVAC / Power Equipment Checklist

**All of the following information is required and must be submitted. Checking off each item as you prepare your application package will ensure your package is complete and will help to expedite the permitting process.**

- A floor plan that includes structural details, size and dimensions of the floor the equipment is going to be installed.
- Information on how the unit is being vented & hanging details if appropriate.
- Details of the specific equipment being installed; ie; specifications and any heating technical specifications. Often this information can be obtained from the manufacturer's spec sheet or retail advertisements.
- A plot plan showing the shape and dimension of the lot, with the distance from the actual property lines, and the principal structure may be required.
- Proof of ownership is required if it is inconsistent with the assessors records.

**All HVAC installations must be conducted in compliance with the  
IRC 2009 Building Code**

**Separate permits are required for plumbing and electrical installations, as required.**

**Separate permits are also required based on different properties (different Chart, Block and Lot.)**

**Permit Fee: \$30.00 for the first \$1000.00 construction cost, \$10.00 per additional \$1000.00 cost**

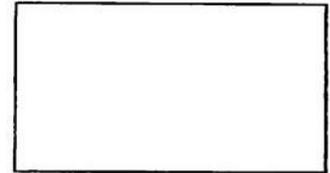
**This is not a Permit; you may not commence any work until the Permit is issued.**



Inspections Division  
Date: 02/26/14



FILL IN AND SIGN WITH INK



# Application for Heating, Ventilation, Air Condition (HVAC) Cooking or Power Equipment

To the Inspector of Buildings, Portland Maine:

*The undersigned hereby applies for a permit to install the following HVAC, cooking or power equipment in accordance with the Laws of Maine, the Building Code of the City of Portland, and the following specifications:*

Address/CBL: 11 Wakely Court, Portland ME Use of Building: Residential Date: 2-21-14

Name and Address of Owner: Carolyn Foster, 115 Hope Avenue, Portland ME 04103

Installer's Name and Address: Shift Energy, LLC - 2 Main St, Suite #17-302T, Biddeford ME 04005

E-Mail: mick@shiftnrg.com

<p>Location of Appliance:</p> <p><input type="checkbox"/> Basement <input checked="" type="checkbox"/> Floor</p> <p><input checked="" type="checkbox"/> Attic <input type="checkbox"/> Roof</p> <p>Type of Fuel:</p> <p><input type="checkbox"/> Gas <input type="checkbox"/> Oil <input type="checkbox"/> Solid</p> <p>Appliance Name: <u>Ductless Mini Split Heat Pumps</u></p> <p>UL Approved: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Will appliance be installed in accordance with the manufacturer's installation instructions? Yes No</p> <p>Type of License of Installer: Master Plumber #: <u>N/A</u></p> <p>Solid Fuel #: <u>N/A</u></p> <p>Oil #: <u>N/A</u></p> <p>Gas #: <u>N/A</u></p> <p>Other: _____</p>	<p>Type of Venting: <i>(Plan required for submittal)</i></p> <p><input type="checkbox"/> Masonry Lined Factory Built: _____</p> <p><input type="checkbox"/> Metal Factory Built UL Listing: _____</p> <p><input type="checkbox"/> Direct Vent Type: <u>NO VENTS</u> UL #: _____</p> <p># of Tanks: <u>N/A - No Tanks</u></p> <p>Type of Fuel Tank:</p> <p><input type="checkbox"/> Gas <input type="checkbox"/> Oil</p> <p>Size of Tank: <u>N/A - No Tanks</u></p> <p>Distance from tank to center of flame: _____</p> <p><b>Cost of Work: \$</b><u>15,950.00</u></p> <p><b>Permit Fee: \$</b><u>180.00</u></p>
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Approved

Approved with Conditions

Fire: \_\_\_\_\_

See attached letter or requirements

Electric: \_\_\_\_\_

Building: \_\_\_\_\_

Inspector's Signature

Date Approved

Signature of Installer:

E-Mail: mick@shiftnrg.com