



## Department of Permitting and Inspections

# HVAC / Power Equipment Application & 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.

**Is this an EXACT replacement? (ie: SAME PRODUCT in the SAME LOCATION?)**

If so, you do NOT need to provide any plans, etc, just the application form.

(NOTE: a final inspection is still a requirement)

- A floor plan that includes structural details, size and dimensions of the floor and location where 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, or structures, may be required if venting to the outside.
- Proof of ownership is required if it is inconsistent with the assessor's records.
- All documents as individual PDFs and named appropriately

**\* All HVAC installations shall comply with applicable state and local codes. \***

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:** \$25.00 for the first \$1000.00 construction cost, \$15.00 per additional \$1000.00 cost

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



FILL IN AND SIGN WITH INK

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

To the Inspector of Buildings, Portland Maine:

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

Address and CBL: 24 Haverly's Way Use of Building: Residential Date: 3-2-17

Name & Address of Owner: Scott Corliss

Phone # of Owner: 207 756-5103 Email: scott.corliss@gmail.com

Name & Address of Installer: Dave's World Inc 237 B Gorham Rd Scarborough

Phone # of Installer: 207 289-1170 Email: Cindy.Cummings@davesworld.com

**Is this an EXACT replacement? (ie: SAME PRODUCT in the SAME LOCATION?)**

(If so, you do NOT need to provide any plans, etc, just this form. NOTE: a final inspection is still a requirement)

<b>Location of Appliance:</b> <input type="checkbox"/> Basement <input type="checkbox"/> Floor <input checked="" type="checkbox"/> Wall <input type="checkbox"/> Attic <input type="checkbox"/> Roof	<b>Type of Venting: (Plan required for submittal)</b> <input type="checkbox"/> Masonry Lined <input type="checkbox"/> Factory Built: _____ <input type="checkbox"/> Metal <input type="checkbox"/> Factory Built    Listing #: _____ <input type="checkbox"/> Direct Vent
<b>Fuel or Power Source:</b> <input type="checkbox"/> Gas <input type="checkbox"/> Oil <input checked="" type="checkbox"/> Electric <input type="checkbox"/> Solid	Type: _____ (ie: UL)
<b>Appliance Name:</b> <u>Mitsubishi Ductless Heat pump</u> <b>Name of Listed Approval Entity (ie; UL Approval):</b> _____	# of Tanks: _____ <b>Type of Fuel Tank:</b> <input type="checkbox"/> Gas <input type="checkbox"/> Oil <input type="checkbox"/> K1 <input type="checkbox"/> N/A
<b>Will appliance be installed in accordance with the manufacturer's instructions?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Size of Tank: _____ Distance from tank to center of flame: _____
<b>Type of License of Installer:</b> <u>HVAC</u> Master Plumber#: _____ Solid Fuel : _____ Oil #: _____ Gas #: _____ Other: <u>EPA type I + III</u>	<b>Cost of Work:</b> \$ <u>4196.16</u> <b>Permit Fee:</b> \$ <u>100.00</u>

Cell 0383953076300

**Signature of Installer:** Cindy Cummings **Date:** 3-2-17  
on behalf of Dave's World Inc