



ADMINISTRATION BUILDING  
 BUILDING & ZONING DEPARTMENT  
 8230 OLD YORK ROAD  
 ELKINS PARK, PA 19027  
 215-887-1000, (MAIN) 215-887-1561 (FAX)  
 www.cheltenhamtownship.org

**CHELtenham TOWNSHIP**

**MECHANICAL PERMIT APPLICATION**

PERMIT # \_\_\_\_\_

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

ALL WORK ON THIS PERMIT TO BE PERFORMED IN ACCORDANCE WITH THE INTERNATIONAL MECHANICAL CODE 2009

**1. LOCATION**

ADDRESS \_\_\_\_\_

PROPERTY IN FLOODPLAIN AREA YES NO (IF YES, SEE REMARKS)

REMARKS:  
 ZONE # \_\_\_\_\_

**2. PROPERTY OWNER INFORMATION**

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

PHONE # \_\_\_\_\_ CITY, STATE, ZIP \_\_\_\_\_

PROPERTY OWNER SIGNATURE: \_\_\_\_\_

**3. APPLICANT CTWP REGISTRATION # \_\_\_\_\_**

(THIS PERMIT MUST BE ACCOMPANIED WITH PROOF OF WORKERS' COMPENSATION OR EXEMPTION STATUS)

NAME \_\_\_\_\_ PHONE # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CELL PHONE # \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_ FAX # \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

**4. PROPOSED WORK**

PLEASE CIRCLE WHICH APPLIES      NEW      ALTERATION      REPAIR      ADDITION  
 OIL       GAS       LPG       ELECT.

	TYPE OF EQUIPMENT		TYPE OF EQUIPMENT
REFRIGERATION UNITS-H.P. EA.	_____	AIR HANDLING	_____
BOILERS-H.P. EA.	_____	INCINERATOR	_____
FORCED AIR SYSTEMS-B.T.U.	_____	GAS PIPING	_____
RANGE HOOD	_____	RANGE <input type="checkbox"/> COM. <input type="checkbox"/> DOM.	_____
FLOOR FURNACES-B.T.U.	_____	EMERGENCY GENERATORS	_____
WALL HEATERS-B.T.U.	_____	COMMERCIAL INSTALLATION - SEE PLAN REVIEWER FOR	
UNIT HEATERS-B.T.U.	_____	APPLICATION REQUIREMENTS. ALL COMMERCIAL HVAC PERMIT	
CONVERSION BURNER	_____	APPLICATIONS WILL NOT BE APPROVED UNTIL LAND DEVELOP-	
CLOTHES DRYERS EXHAUST SYSTEM	_____	MENT PROCESS IS APPROVED FOR CONSTRUCTION - SEE	
VENTILATION FAN	_____	CCS 260-30.D RELATING TO NOISE.	
OTHER	_____		

AIR CONDITIONING UNITS - H.P. EA. - CONDENSATE FROM ALL COOLING COILS AND EVAPORATORS SHALL BE CONVEYED FROM THE DRAIN PAN OUTLET TO AN APPROVED PLACE OF DISPOSAL. (2009 IMC 307.2.1)

IS WORK BEING DONE PART OF A LARGER JOB  YES  NO

TOTAL ESTIMATED COST OF WORK \_\_\_\_\_ TOTAL PERMIT FEE \_\_\_\_\_

(FEE SCHEDULE - 3% OF TLTAL COST + ONE TIME CHARGE OF \$19.50. EX: \$3,000 COST = FEE OF \$109.50)

NOTE: TOTAL COST MUST BE ROUNDED UP TO THE NEAREST THOUSANDTH.

**5. ADDITIONAL INFO REQUIRED**

COPIES OF MANUFACTURER'S SPECIFICATIONS - MODEL INFO INCLUDING NOISE LEVELS (IF APPLICABLE). COPY OF THE INSTALLATION, OPERATION AND MAINTENANCE MANUAL ALSO TO BE SUBMITTED. ALSO, NEED A COMPLETE SET OF SHOP DWGS. SUBMITTED IF REQUIRED FOR A KITCHEN HOOD / FUME HOOD EXHAUST SYSTEMS. ( IF THIS IS APPLICABLE, PLEASE SEE FIRE MARSHAL FOR A HOOD SUPPRESSION PERMIT)

APPLICANT IS RESPONSIBLE FOR ARRANGING PLUMBING INSPECTIONS BY CALLING 215-690-0521 AT LEAST 24 HRS. IN ADVANCE.

PER INTERNATIONAL MECHANICAL CODE 2009 - SECTION 107, INSPECTIONS AND TESTING

107.1 GENERAL. CONSTRUCTION OR WORK FOR WHICH A PERMIT IS REQUIRED SHALL BE SUBJECT TO INSPECTION BY THE CODE OFFICIAL, AND SUCH CONSTRUCTION OR WORK SHALL REMAIN ACCESSIBLE AND EXPOSED FOR INSPECTION PURPOSES UNTIL APPROVED. APPROVAL AS A RESULT OF AN INSPECTION SHALL NOT BE CONSTRUED TO BE AN APPROVAL OF A VIOLATION OF THE PROVISIONS OF THIS CODE OR OF OTHER ORDINANCES OF THE JURISDICTION.

107.2 REQUIRED INSPECTIONS AND TESTING. THE CODE OFFICIAL, UPON NOTIFICATION FROM THE PERMIT HOLDER OR THE PERMIT HOLDER'S AGENT, SHALL MAKE THE FOLLOWING INSPECTIONS AND OTHER SUCH INSPECTIONS AS NECESSARY, AND SHALL EITHER RELEASE THAT PORTION OF THE CONSTRUCTION OR SHALL NOTIFY THE PERMIT HOLDER OR THE PERMIT HOLDER'S AGENT OF VIOLATIONS THAT MUST BE CORRECTED. THE HOLDER OF THE PERMIT SHALL BE RESPONSIBLE FOR THE SCHEDULING OF SUCH INSPECTIONS.

1. UNDERGROUND INSPECTION SHALL BE MADE AFTER TRENCHES OR DITCHES ARE EXCAVATED AND BEDDED, PIPING INSTALLED, AND BEFORE BACKFILL IS PUT IN PLACE. WHEN EXCAVATED SOIL CONTAINS ROCKS, BROKEN CONCRETE, FROZEN CHUNKS AND OTHER RUBBLE THAT WOULD DAMAGE OR BREAK THE PIPING OR CAUSE CORROSIVE ACTION, CLEAN BACKFILL SHALL BE ON THE JOB SITE.
2. ROUGH-IN INSPECTION SHALL BE MADE AFTER THE ROOF, FRAMING, FIREBLOCKING AND BRACING ARE IN PLACE AND ALL DUCTING AND OTHER COMPONENTS TO BE CONCEALED ARE COMPLETE, AND PRIOR TO THE INSTALLATION OF WALL OR CEILING MEMBRANES.
3. FINAL INSPECTION SHALL BE MADE UPON COMPLETION OF THE MECHANICAL SYSTEM.

**EXCEPTION:** GROUND-SOURCE HEAT PUMP LOOP SYSTEMS TESTED IN ACCORDANCE WITH SECTION 1208.1.1 SHALL BE PERMITTED TO BE BACKFILLED PRIOR TO INSPECTION.

107.2.1 OTHER INSPECTIONS. IN ADDITION TO THE INSPECTIONS SPECIFIED ABOVE, THE CODE OFFICIAL IS AUTHORIZED TO MAKE OR REQUIRE OTHER INSPECTIONS OF ANY CONSTRUCTION WORK TO ASCERTAIN COMPLIANCE WITH THE PROVISIONS OF THE CODE AND OTHER LAWS THAT ARE ENFORCED.

107.2.3 APPROVAL REQUIRED. WORK SHALL NOT BE DONE BEYOND THE POINT INDICATED IN EACH SUCCESSIVE INSPECTION WITHOUT FIRST OBTAINING THE APPROVAL OF THE CODE OFFICIAL. THE CODE OFFICIAL, UPON NOTIFICATION, SHALL MAKE THE REQUESTED INSPECTIONS AND SHALL EITHER INDICATE THE PORTION OF THE CONSTRUCTION THAT IS SATISFACTORY AS COMPLETED, OR NOTIFY THE PERMIT HOLDER OR HIS OR HER AGENT WHEREIN THE SAME FAILS TO COMPLY WITH THIS CODE. ANY PORTIONS THAT DO NOT COMPLY SHALL BE CORRECTED AND SUCH PORTION SHALL NOT BE COVERED OR CONCEALED UNTIL AUTHORIZED BY THE CODE OFFICIAL.

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

APPLICANT CERTIFIES THAT ALL INFORMATION GIVEN IS CORRECT AND THAT ALL PERTINENT MECHANICAL ORDINANCES WILL BE COMPLIED WITH IN PERFORMING THE WORK FOR WHICH THIS PERMIT IS ISSUED.

REVIEWED BY: \_\_\_\_\_

**SIGNATURE OF REGISTERED CONTRACTOR**

APPROVED BY: \_\_\_\_\_

PLEASE NOTE:

THIS PERMIT IS GRANTED ON THE EXPRESS CONDITION THAT THE SAID CONSTRUCTION SHALL, IN ALL RESPECTS, CONFORM TO THE ORDINANCES OF THIS JURISDICTION INCLUDING THE ZONING ORDINANCE, REGULATING THE CONSTRUCTION AND USE OF BUILDINGS, AND MAY BE REVOKED AT ANY TIME UPON VIOLATION OF ANY PROVISIONS OF SAID ORDINANCES.

TO REACH A MECHANICAL INSPECTOR OR ARRANGE AN INSPECTION, CALL 215-887-6200, EXT. 212. INSPECTIONS REQUIRE 24-HOUR NOTICE.