



2018 International Residential Code
2021 International Plumbing Code
2018 International Mechanical Code
2018 International Fuel Gas Code
2018 International Energy Conservation Code
Town of Middletown Zoning Code

- All contractors must be licensed by the Town of Middletown and State of Delaware.
- **Please Note:** All communities that have Homeowner Associations (HOA) or Architectural Committees may require review and approval of any improvements made on the exterior of your home. Please follow your communities' rules and regulations.
- Three (3) copies of a site plot plan/mortgage survey must be submitted for review by the License and Inspections Department, if installation of an egress is needed (not installed by the home builder at the time of construction of the home). This is to provide zoning compliance with setback from rear and side yards. The window well, bulkhead enclosure or stair areaway must be drawn to scale on the copies of the plot plan/mortgage survey with dimensions and distances from the side or rear yard setback.
- Three (3) copies of Building, HVAC and/or Plumbing (plumbing if applicable) must be submitted for review by the License and Inspections Department. Please enclose detailed drawings of the entire basement; indicate the area to be renovated and the intended use of the area (name the rooms) with the permit application. We also require a detailed drawing explaining the type of materials and placement of materials being used to complete the renovated area.
- Please **post permits** and have **approved plans** on site at all times prior to beginning your project. Please have all permits and approved plans on site at the time of required inspections. This is to verify placement and construction of the project.
- Inspections need to be scheduled with the Town of Middletown by calling 302-378-1171; all requested inspections must be confirmed by 2:30 pm for next day inspection. Please reference your job site by the building permit number and address. A 2-hour window, 1 hour before or 1 hour after the scheduled time of inspection, is permitted for the Town of Middletown Code Official to arrive to perform the scheduled inspection.
- All electrical work is State regulated. Please follow all rules and regulations if electrical work is installed. Visit the State of Delaware website at DPR.DELAWARE.GOV and click or search, Board of Electrical Examiners for electrical permit information.
- Please call Miss Utility at 1-800-282-8555 or 811 prior to any digging.

Cost of Basement Permits

Building Permit (required) - \$12.00/per \$1,000 of Valuation (Valuation is cost of materials only);
\$40.00 Minimum.

HVAC Permit (required) - \$75.00.

Plumbing Permit (if applicable) - \$75.00.

Certificate of Occupancy (required) - \$50.00.

Plan Review (required) - \$50.00 Minimum

Please Note: Plan review revisions may be subject to additional fees.

Required Inspections

(Please call the number above to schedule inspections)

1. **Under Slab Inspection** – (if applicable) this inspection is required when plumbing and/or plumbing sewer ejector is to be installed under the concrete slab for a possible bathroom installation. The inspection is completed prior to installation/replacement of the concrete slab. A pressure test is required for all under-slab plumbing installations. All plumbing and joints need to be visible with proper pipe support.
2. **Close-In Inspection** – this inspection will be completed when all building, plumbing and HVAC work is completed or roughed in and prior to insulation. All fire blocking must be in place for accessible/visible inspection at this time.
3. **Insulation Inspection** – if approved to continue from the previous inspection, items to be rechecked for correction will be inspected along with energy compliance of the newly habitable spaces.
4. **Final Inspection** – upon completion, access is required to all areas for inspection.

The following pages are illustrations to help guide the design and construction of your basement. Included in this pack are permits for application of the project. Please keep in mind any deviation from the approved plans may result in resubmission of such changes.

HELPFUL HINTS

Plans Required: Listed below are some requirements needed for the plans and plan review, it may be required during the plan review process to provide additional information for code compliance and clarity.

Building Floor Plan, (topographic view please see floor plan sample), these plans need to indicate:
(Please note these plans are always required)

1. Total layout of rooms and naming of rooms with dimensions of all spaces.
2. Egress location.
3. Windows installed, from the construction of the home or any new installations.
4. Current stair location which lead from 1st floor to the basement.
5. Mechanical Area: HVAC and water heater location and type.
6. Sump pit location.
7. Smoke and carbon monoxide detector location(s).
8. Doors with sizes entering all spaces.
9. Bathroom location (if applicable) with fixture location and distances from adjacent fixtures and walls. These distances are on center spacing.
10. Plumbing ejector location (if applicable).

Building Wall Elevation, (vertical wall detail; please see wall elevation sample) these plans need to indicate:
(Please note these plans are always required)

1. Type of material for construction, wood studding (treated bottom plate or barrier), metal studding, size of materials, drywall, insulation and fire blocking.
2. Concrete or block wall.
3. Concrete slab.
4. Ceiling joist and type (1st floor), total height from floor to ceiling. Minimum code is 7'-0" finished floor to ceiling, 6'-4" lowest projection for beams, ducts or other obstructions for habitable spaces.
5. Framing around steel "I" beams, plumbing or duct work, with floor to ceiling height at those locations and main living area.
6. Any existing continuous wall insulation sheathing/wrapping being installed or previously installed when the home was built. Newly installed insulation, if required and "R" values.
7. Vapor barriers (if applicable).
8. Floor material to be used.

Plumbing Riser Diagram (Plumbing Plans) these plans need to indicate:
(Please note these plans are only required if plumbing is to be installed, typical rise diagram)

1. Provide size of drain, waste and venting to be used.
2. Ejector type to be used, grinder "type" pump or macerating type.
3. Installation instruction may be required to be supplied for review.
4. All vent terminations must terminate and run through the roof or be approved by the Code Official.
5. All drainage discharge must be a 4" – 2" wye located just before discharge through the foundation wall.

HVAC Plans, these plans need to indicate:

PLEASE NOTE: these plans are always required to meet ventilation requirements for basements, this is due to most basements do not have the proper natural ventilation (sq. ft. of operable windows) for the space(s) for code compliance. Circulation of air with the whole house mechanical ventilation system helps to meet code compliance and circulate air within the basement and the entire home.

If the home was supplied with HVAC supplies, in the unfinished basement, this was installed for the home builder to meet energy compliance. Typically returns are not installed in an unfinished basement, with the finishing of the space for habitation, returns must be installed for that level for proper circulation and a HVAC permit is required.

Bathroom mechanical fans are considered HVAC, due to duct work and the movement of air.

1. **HVAC** supply and return locations with sizes of registers and duct size, including mechanical fan location in bathroom (if applicable). Indicate main supply and return duct and where alteration is to be made of trunk lines. This can be an additional copy of the floor plan if needed to provide clarity of the duct design.
2. If a newly installed system is to be installed, please provide appropriate information on the HVAC permit and all items noted above. It may be required to provide installation instructions of the system to be installed for code compliance or clarity.

CONSTRUCTION REQUIREMENTS:

Due to the newly adopted 2018 International Residential Building Code, here are some requirements for construction.

1. Carbon Monoxide Detectors: (Section R315)

- 1.1 “R315.2 Where Required. Carbon Monoxide alarms shall be provided in accordance with Sections R315.2.1 and R315.2.2.
- 1.2 R315.2.1 New Construction. For new construction, carbon monoxide alarms shall be provided in dwelling units where either or both of the following exist.
 1. The dwelling unit contains a fuel-fired appliance.
 2. The dwelling unit has an attached garage with an opening that communicates with the dwelling unit.
- 1.3 R315.2.2 Alterations, repairs and additions. Where alterations, repairs or additions requiring a permit occur, the individual dwelling unit shall be equipped with carbon monoxide alarms located as required for new dwellings.

Exceptions:

 1. Work involving the exterior surfaces of dwellings, such as the replacement of roofing or siding or the addition or replacement of windows or doors or the addition of a porch or deck.
 2. Installation, alteration or repairs of plumbing or mechanical systems.
- 1.4 R315.3 Location. Carbon monoxide alarms in dwelling units shall be installed outside of each separate sleeping area in the immediate vicinity of the bedrooms. Where a fuel-burning appliance is located within a bedroom or its attached bathroom, a carbon monoxide alarm shall be installed within the bedroom.”

To summarize the code quoted above; due to the required permit and construction within the dwelling, Carbon Monoxide Detectors are required to be installed to meet code requirements.

2. Fire Protection of Floors: (Section R302.13)

- 2.1 “R302.13 Fire protection of floors. Floor assemblies that are not required elsewhere in this code to be fire-resistance rated, shall be provided with a ½-inch (12.7mm) gypsum wallboard membrane, 5/8-inch (16 mm) wood structural panel membrane or equivalent on the underside of the floor framing member. Penetrations or openings for ducts, vents, electrical outlets, lighting, devices, luminaires, wires, speakers, drainage, piping and similar openings or penetrations shall be permitted.

Exceptions:

1. Floor assemblies located directly over a space protected by an automatic sprinkler system in accordance with Section P2904, NFPA 13D or other approved equivalent sprinkler system.
2. Floor assemblies located over a crawl space not intended for storage or for the installation of fuel-fired or electric-powered appliances.
3. Portions of the floor assemblies can be unprotected when complying with the following:
 - 3.1 The aggregate area of the unprotected portions shall not exceed 80 square feet per story.
 - 3.2 Fire blocking in accordance with Section R302.11.1 is installed along the perimeter of the unprotected portion to separate the unprotected portion from the remainder of the floor assembly.
4. Wood floor assemblies using dimensional lumber or structural composite lumber equal to or greater than 2-inch by 10-inch (50.8 mm by 254 mm) nominal dimension or other approved floor assemblies demonstrating equivalent fire performance.”

Due to the newly adopted International Residential Building Code, with a permit application this code will have to be in compliance because of the alteration of the area. With this alteration the entire work area will have to be brought up to code.

This code comes into effect with “I” type or open-web type floor joist. Nominal 2x10 or greater falls in compliance with exception number 4.

Please Note: Drop ceiling (acoustical suspended type) does not provide the floor protection required by this code. So if you have “I” or open-web floor joist and want to install a suspended type ceiling, one of the methods would have to be in compliance to meet code.

HELPFUL HINTS

(Continued)

Basements require Emergency Escape and Rescue Openings, here are minimum code specifications of the 2018 International Residential Code for you to follow:

“Section R310 Emergency Escape and Rescue Openings

R310.1 Emergency escape and rescue required. Basements, habitable attics and every sleeping room shall have at least one operable emergency escape and rescue opening. Where basements contain one or more sleeping rooms, emergency egress and rescue openings shall be required in each sleeping room. Emergency escape and rescue openings shall open directly into a public way or to a yard or court that opens to a public way.

Exceptions:

1. Storm shelters and basements used only to house mechanical equipment not exceeding a total floor area of 200 square feet (18.58 meter squared).
2. Where the dwelling or townhouse is equipped with an automatic sprinkler system installed in accordance with Section P2904, sleeping rooms in basements shall not be required to have emergency escape and rescue openings provided that the basement has one of the following:
 - 2.1 One means of egress complying with section R311 and one emergency escape and rescue opening.
 - 2.2 Two means of egress complying with section R311.

R310.1.1 Operational constraints and opening control devices. Emergency escape and rescue openings shall be operational from the inside of the room without the use of keys, tools or special knowledge. Window opening control devices on windows serving as a required emergency escape and rescue opening shall comply with ASTM F2090.

R310.2 Emergency escape and rescue openings. Emergency escape and rescue openings shall have minimum dimensions as specified in this section.

R31.2.1 Minimum opening area. Emergency escape and rescue openings shall have a net clear opening of not less than 5.7 square feet (0.530 meter square). The net clear opening dimensions required by this section shall be obtained by the nominal operation of the emergency escape and rescue opening from the inside. The net clear height of the opening shall be not less than 24 inches (610mm) and the net clear width shall be not less than 20 inches (508 mm).

Exception: Grade floor openings or below-grade openings shall have a net clear opening area of not less than 5 square feet (0.465 meter square).

R310.2.2 Window sill height. Where a window is provided as the emergency escape and rescue opening, it shall have a sill height of not more than 44 inches (1118 mm) above the floor; where the sill height is below grade, it shall be provided with a well in accordance with Section R310.2.3.

R310.2.3 Window Wells. The horizontal area of the window well shall be not less than 9 square feet (0.9meter square) with a horizontal projection and width of not less than 36 inches (914 mm). The area of the window well shall allow the emergency escape and rescue opening to be fully opened.

Exception: The ladder or steps required by Section R310.2.3.1 shall be permitted to encroach not more than 6 inches (152 mm) into the required dimensions of the window well.

R310.2.3.1 Ladder and steps. Window wells with a vertical depth greater than 44 inches (1118 mm) shall be equipped with a permanently affixed ladder or steps usable with the window in the fully open position. Ladders or steps required by this section shall not be required to comply with Sections R311.7. Ladders or rungs shall have an inside width of not less than 12 inches (305 mm), shall project not less than 3 inches (76 mm) from the wall and shall be spaced not more than 18 inches (457 mm) on center vertically for the full height of the window well.

R310.2.3.2 Drainage. Window wells shall be designed for proper drainage by connecting to the building foundation drainage system required by Section R405.1 or by an approved alternative method.

Exception: A drainage system for window wells is not required when the foundation is on well-drained soil or sand-gravel mixture soils according to the United Soil Classification System, Group I Soils, as detailed in Table R405.1.

R310.2.4 Emergency escape and rescue openings under decks and porches. Emergency escape and rescue openings installed under decks and porches shall be fully openable and provide a path not less than 36 inches (914 mm) in height to a yard or court.

R310.2.5 Replacement windows. Replacement windows installed in buildings meeting the scope of this code shall be exempt from the maximum sill height requirements of section R310.2.2 and the requirements of section R310.2.1, provided that the replacement window meets the following conditions:

1. The replacement window is the manufacturer's largest standard window that will fit within the existing frame or existing rough opening. The replacement window is of the same operating style as the existing window or a style that provides for an equal or greater window opening area than the existing window.
2. The replacement window is not part of a change of occupancy.

R310.3 Emergency escape and rescue doors. Where a door is provided as the required emergency escape and rescue opening, it shall be a side hinged door or a slider. Where the opening is below the adjacent grade, it shall be provided with an area well.

R310.3.1 Minimum door opening size. The minimum net clear height opening for any door that serves as an emergency and escape rescue opening shall be in accordance with section R310.2.1.

R310.3.2 Area wells. Area wells shall have a width of not less than 36 inches (914 mm). The area well shall be sized to allow the emergency escape and rescue door to be fully opened.

R310.3.2.1 Ladder and steps. Area wells with a vertical depth greater than 44 inches (1118 mm) shall be equipped with a permanently affixed ladder or steps usable with the door in the fully open position. Ladders or steps required by this section shall not be required to comply with section R311.7. Ladders or rungs shall have an inside width of not less than 12 inches (305 mm), shall project not less than 3 inches (76 mm) from the wall and shall be spaced not more than 18 inches (457 mm) on center vertically for the full height of the exterior stairwell.

R310.3.2.2 Drainage. Area wells shall be designed for the proper drainage by connecting to the building foundation drainage system by section R405.1 or by an approved alternative method.

Exception: A drainage system for area wells is not required where the foundation is on well-drained soil or sand-gravel mixture soils in accordance with the United Soil Classification System, Group I Soils, as detailed in Table R405.1.

R310.4 Bars, grills, covers and screens. Where bars, grills, covers, screens or similar devices are placed over emergency escape and rescue openings, area wells or windows wells, the minimum net clear opening size shall comply with Sections R310.2.1 through R310.2.3, and such devices shall be releasable or removable from the inside without the use of a key, tool, special knowledge or forces greater than that required for the normal operation of the escape and rescue opening.

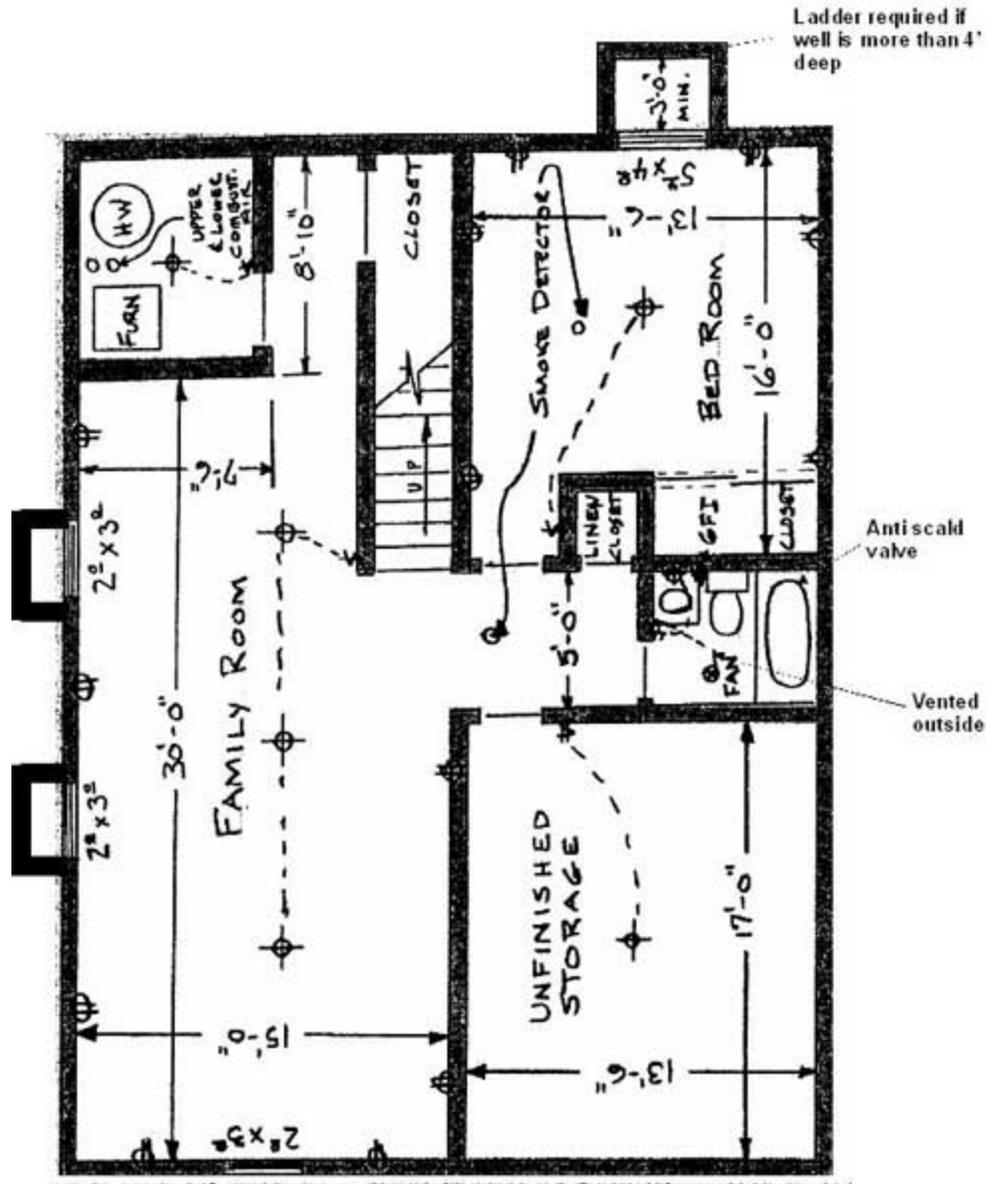
R310.5 Dwelling additions. Where dwelling additions contain sleeping rooms, an emergency escape and rescue opening shall be provided in each sleeping room. Where dwelling additions have basements, an emergency escape and rescue opening shall be provided in the new basement.

Exceptions:

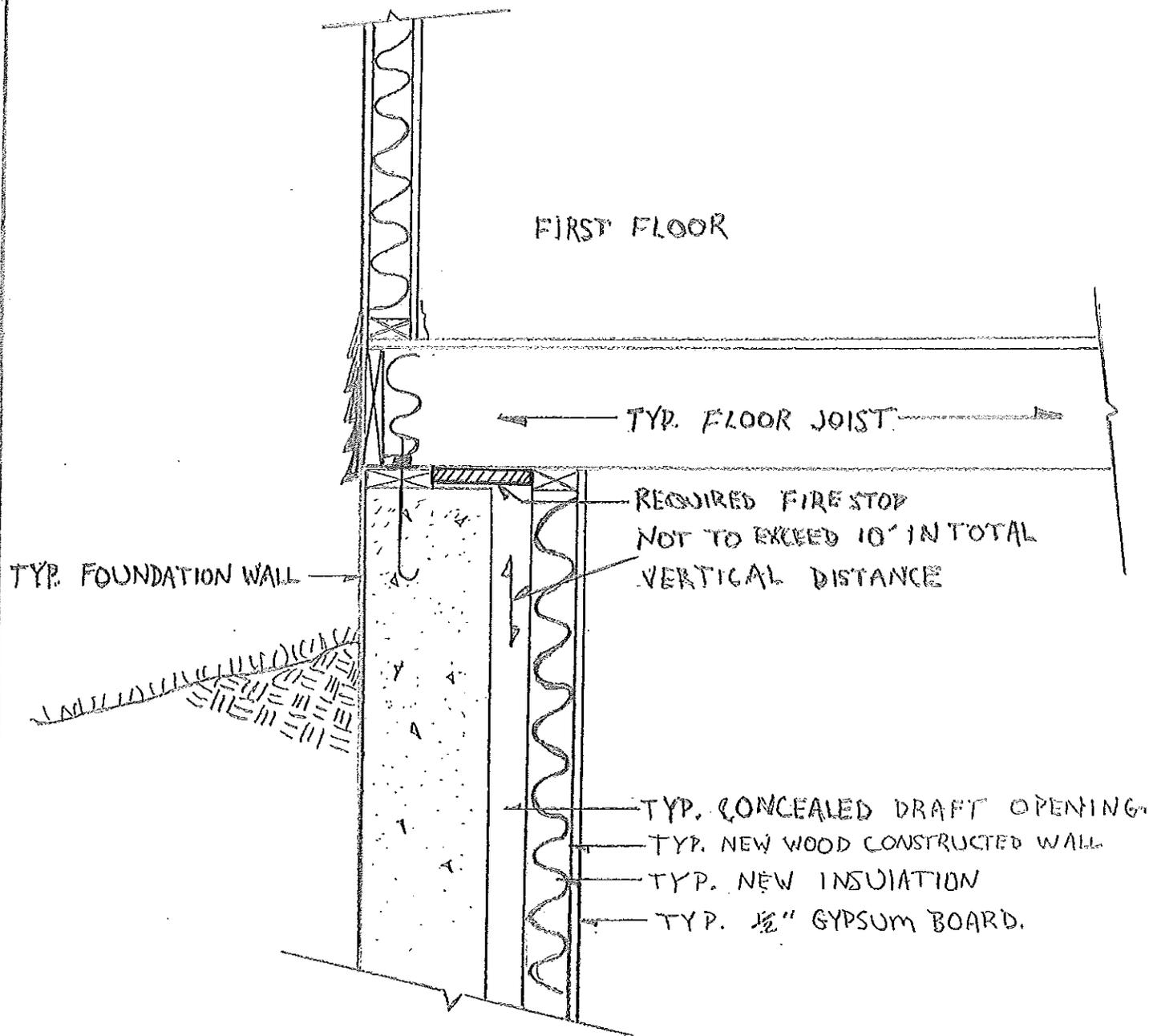
1. An emergency escape and rescue opening is not required in a new basement that contains a sleeping room with an emergency escape and rescue opening.
2. An emergency escape and rescue opening is not required in a new basement where there is an emergency escape and rescue opening in an existing basement that is accessed from the new basement.

R310.6 Alterations or repairs of existing basements. An emergency escape and rescue opening is not required where existing basements undergo alterations or repairs.

Exceptions: New sleeping rooms created in an existing basement shall be provided with emergency escape and rescue opening in accordance with Section R310.1.”



FLOOR PLAN SAMPLE



Wall Elevation Example

XXX
REGISTERED LAND SURVEYORS

PHONE: XXX-XXX-XXXX
FAX: _____
GROUP.NET

A Division of

REGISTRY

BASED UPON DOCUMENTATION PROVIDED, REQUIRED MEASUREMENTS WERE MADE OF THE FRONTAGE AND BUILDING(S) SHOWN ON THIS MORTGAGE INSPECTION PLAN. IN OUR JUDGEMENT ALL VISIBLE ENCLOSURES ARE SHOWN AND THERE ARE NO VIOLATIONS OF ZONING REQUIREMENTS REGARDING STRUCTURES TO PROPERTY LINE OFFSETS (UNLESS OTHERWISE NOTED IN DRAWING BELOW).
NOTE: NOT DEFINED ARE ABOVEGROUND POOLS, DRIVEWAYS, OR SHEDS WITH NO FOUNDATIONS. THIS IS A MORTGAGE INSPECTION PLAN, NOT AN INSTRUMENT SURVEY. DO NOT USE TO ERECT FENCES, OTHER BOUNDARY STRUCTURES, OR TO PLANT SHRUBS. LOCATION OF THE STRUCTURE(S) SHOWN HEREON IS EITHER IN COMPLIANCE WITH LOCAL ZONING FOR PROPERTY LINE OFFSET REQUIREMENTS, OR IS EXEMPT FROM VIOLATION ENFORCEMENT ACTION UNDER MASS. GEN. STAT. CHAP. 40A, SEC. 2, UNLESS OTHERWISE NOTED. THIS INFORMATION IS NON-TRANSFERABLE. THE ABOVE CERTIFICATIONS ARE MADE WITH THE PROVISION THAT THE INFORMATION PROVIDED IS ACCURATE AND THAT THE MEASUREMENTS USED ARE ACCURATELY LOCATED IN RELATION TO THE PROPERTY LINES.

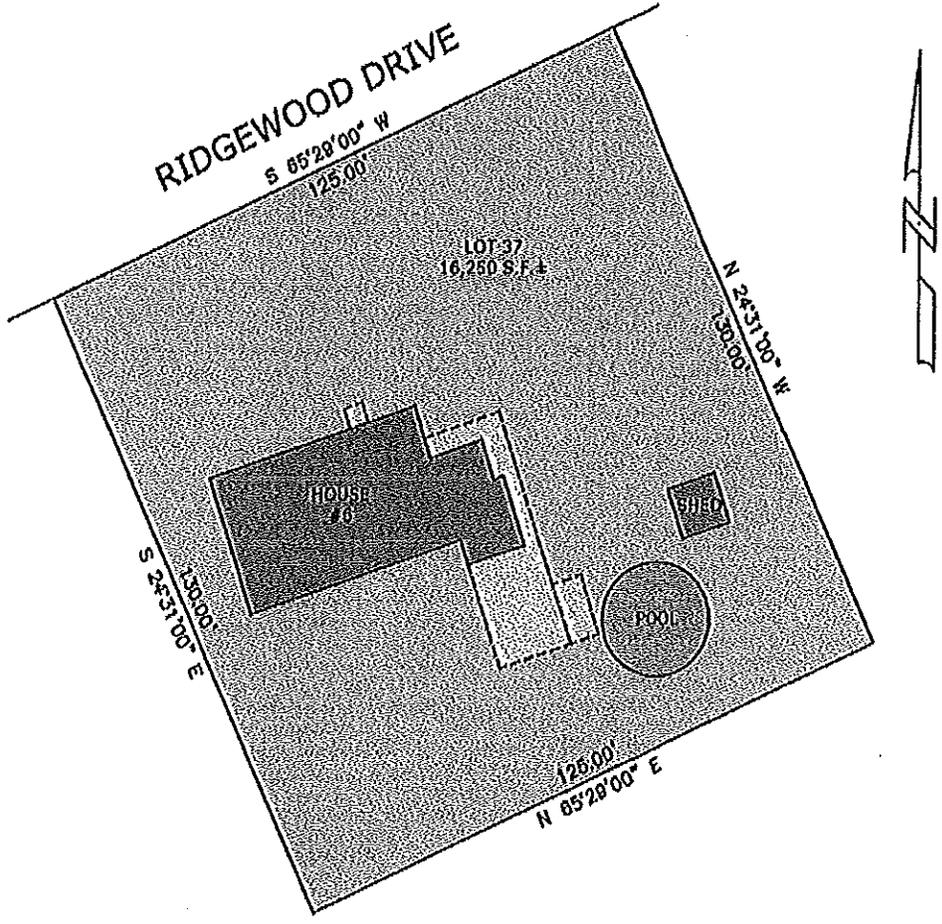
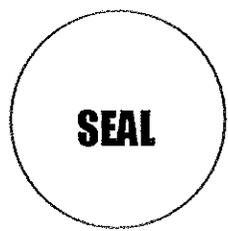
MORTGAGE INSPECTION PLAN
NAME APPLICANT'S NAME

LOCATION 6 YOUR ROAD
YOUR TOWN

SCALE 1" = 30' DATE _____

DEED BOOK/PAGE 7839/28
PLAN BOOK/PLAN 321/17
WE CERTIFY THAT THE BUILDING(S) ARE NOT WITHIN THE SPECIAL FLOOD HAZARD AREA. SEE HUD MAP:
6 C DTG 01-07-00

FLOOD HAZARD ZONE HAS BEEN DETERMINED BY SCALE AND IS NOT NECESSARILY ACCURATE. UNTIL DEFINITIVE PLANS ARE ISSUED BY HUD AND/OR A VERTICAL CONTROL SURVEY IS PERFORMED, PRECISE ELEVATIONS CANNOT BE DETERMINED.



REQUESTING OFFICE:
REQUESTED BY:

DRAWN BY:
CHECKED BY:

JOB #

Residential Building Permit Application



The Mayor & Council of Middletown
19 West Green Street
Middletown, DE 19709

Phone: (302) 378-1171 Fax: 302-378-5675
www.middletown.delaware.gov
permits&inspections@middletown.delaware.gov

APPLICANT <i>(Individual Applying For Permit)</i>	
Name: _____	Phone #: _____
Address: _____	Cell #: _____
City, State: _____	Fax #: _____
Zip Code: _____	Email: _____
Applicant's Signature: _____	
PROPERTY INFORMATION	
Parcel Number: _____	Zoning: _____
Street Address: _____	Lot #: _____
Owner's Name: _____	Development: _____
Street Address: _____	Phone #: _____
City, State & Zip: _____	Cell #: _____
CONTRACTOR Middletown Business License #: ____ - ____	
Name: _____	Phone #: _____
Address: _____	Cell #: _____
City & State: _____	Fax #: _____
Zip Code: _____	Email: _____
License Holder's Signature: _____	
TO BE COMPLETED FOR RESIDENTIAL HOME IMPROVEMENTS ONLY	
Description of Job: _____ _____ _____	
Total Square Feet: _____	Cost of Materials: _____
NOTE: Please Allow 10 Business Days For Permits To Be Processed	
FOR OFFICE USE ONLY	
NFIP / FLOOD ZONE EVALUATION:	
Is Property Located in SFHA? ____ Yes ____ No	What Zone? ____ A ____ AO ____ AE
Base Flood Elevation: _____	WRPA: _____
Reviewed By: _____	Riparian Buffer: _____
Plan Examiner: _____	Plan Review Fee: _____
Date: _____	Inspection Fee: _____
Application ID #: _____	Permit #: _____ Date: _____

Plumbing Permit Application



The Mayor & Council of Middletown
 19 West Green Street
 Middletown, DE 19709

Phone: (302) 378-1171 Fax: 302-378-5675
www.middletown.delaware.gov
permits&inspections@middletown.delaware.gov

JOB LOCATION:		DATE: _____	
Tax Parcel # _____ - _____ - _____ [_____]		Lot _____	Bldg. _____ Suite _____
Street No.: _____ Street: _____			
Subdivision: _____		Section: _____	Code _____
APPLICANT <i>(Individual Applying For Permit)</i>			
Name: _____		Phone #: _____	
Address: _____		Cell #: _____	
City, State: _____		Fax #: _____	
Zip Code: _____		Email: _____	
Applicant's Signature: _____			
PROPERTY INFORMATION			
Name: _____		Phone #: _____	
Address: _____		Cell #: _____	
City, State: _____		Fax #: _____	
Zip Code: _____		Email: _____	
CONTRACTOR		Middletown Business License #: _____ - _____	
Name: _____		Phone #: _____	
Address: _____		Cell #: _____	
City, State: _____		Fax #: _____	
Zip Code: _____		Email: _____	
License Holder's Signature: _____		License Holder's State License #: _____	
IMPORTANT NOTICE: <i>It is the responsibility of the Licensed Contractor to contact this office for all required inspections, including the Final Inspection. Failure to do so may result in penalties being instituted against your license.</i>			
ALL APPLICABLE INFORMATION MUST BE FILLED OUT			
BUILDING PERMIT NO.: _____		NEW INSTALLATION _____ RENOVATION _____	
_____ Residential _____ Commercial		_____ Other	
DESCRIPTION OF JOB: _____			
Size of building drain _____		Size of soil stack _____	
Size of building sewer _____		Size of stack vent _____	
Distance between sewer lateral and building _____			
Source of water supply: Public supply _____ Private well _____			
Water Heater: Size _____ gallons Make _____ Model # _____			
Location _____ Fuel Source _____			
FOR NEW INSTALLATIONS, PLEASE INCLUDE THREE (3) COPIES OF DRAIN/WASTE/VENT DRAWINGS			
Number of fixtures _____		Cost of Materials: _____	
Number of water heaters _____			
Number of sewer laterals _____			
Number of water services _____			
Number of gas inspections _____			
VALIDATION		OFFICE USE ONLY	
Plan Examiner: _____ Date: _____		Plan Review Fee: _____ Inspection Fee: _____	
Application ID #: _____		Permit No.: _____ Date: _____	

HVAC Permit Application



The Mayor & Council of Middletown
 19 West Green Street
 Middletown, DE 19709

Phone: (302) 378-1171 Fax: 302-378-5675
www.middletown.delaware.gov
permits&inspections@middletown.delaware.gov

JOB LOCATION:		DATE: _____	
Tax Parcel # _____ - _____ - _____ [_____]		Lot _____	Bldg. _____ Suite _____
Street No.: _____ Street: _____			
Subdivision: _____		Section: _____	Code _____
APPLICANT <i>(Individual Applying For Permit)</i>			
Name: _____		Phone #: _____	
Address: _____		Cell #: _____	
City, State: _____		Fax #: _____	
Zip Code: _____		Email: _____	
Applicant's Signature: _____			
PROPERTY INFORMATION			
Name: _____		Phone #: _____	
Address: _____		Cell #: _____	
City, State: _____		Fax #: _____	
Zip Code: _____		Email: _____	
CONTRACTOR		Middletown Business License #: _____ - _____	
Name: _____		Phone #: _____	
Address: _____		Cell #: _____	
City, State: _____		Fax #: _____	
Zip Code: _____		Email: _____	
License Holder's Signature: _____		License Holder's State License #: _____	
IMPORTANT NOTICE: <i>It is the responsibility of the Licensed Contractor to contact this office for all required inspections, including the Final Inspection. Failure to do so may result in penalties being instituted against your license.</i>			
ALL APPLICABLE INFORMATION MUST BE FILLED OUT			
BUILDING PERMIT NO.: _____		NEW INSTALLATION _____	RENOVATION _____
_____ HVAC System		_____ Duct Installation Only	_____ Gas Test
DESCRIPTION OF JOB: _____			
HEATING UNIT INFORMATION		COOLING UNIT INFORMATION	
Make _____ Model # _____		Make _____ Model # _____	
System Type _____		EER or SEER _____ Tonnage _____	
Fuel Source _____ AFUE _____		Termination of Condensate _____	
Chimney/Vent Type _____		_____	
[_____] New metal liner to be installed		_____	
FOR NEW INSTALLATIONS, please include three (3) copies of duct layout drawings, [including location of unit(s), CFM per room, location and size of registers and location of thermostat] gas piping layout and sizing (if applicable) and heating/cooling load computations.			
***** NOTE *****		Cost of Materials: _____	
All oil to gas conversions require cleaning of the existing chimney			
VALIDATION		OFFICE USE ONLY	
Plan Examiner: _____ Date: _____		Plan Review Fee: _____ Inspection Fee: _____	
Application ID #: _____		Permit No.: _____ Date: _____	