



DEPARTMENT OF BUILDING & ZONING

MECHANICAL PERMIT APPLICATION

NOTE - READ CAREFULLY

- 1. All portions of this form shall be completed by the applicant. Stamped signatures will not be accepted.
2. Except as provided by law, where mechanical work has been started prior to obtaining a permit, the regular fee therefore shall be doubled.
3. A Mechanical permit shall expire if work is not commenced within 180 days or if work is abandoned for 120 days.
4. Permits are non-transferable. All work shall be performed by permittee or its employee.
5. It is the responsibility of the permittee to call for all inspections - Phone 515-967-5138 Ext 4. 24-hour notice is required.
6. No mechanical work shall be concealed or covered until approved by the inspector. Work that does not have an inspection report indicating approval shall be considered unapproved. ALL WORK MUST BE INSPECTED.
7. The permittee is assumed to be knowledgeable of the Mechanical Code - Any questions should be resolved prior to installation.

THE FOLLOWING INFORMATION MUST BE PROVIDED:

Job address: \_\_\_\_\_

Owner: \_\_\_\_\_ Owner's address: \_\_\_\_\_

Type of Project: [ ] Commercial [ ] Single family [ ] Two family [ ] Townhome [ ] Multi-family [ ] Basement Finish [ ] Other \_\_\_\_\_

This structure is [ ] New OR [ ] Existing and is used as \_\_\_\_\_

If it's a dwelling, how many units? \_\_\_\_\_ Will this work increase number of dwelling units? [ ] Yes OR [ ] No

IS THIS A GEOTHERMAL SYSTEM? [ ] Yes OR [ ] No

If YES, a separate excavation permit with well locations is required. A copy of the county-issued permit to install water/well or system is required.

The undersigned hereby makes application for a permit to perform mechanical work, as described hereon, at the above address.

Signature of Applicant \_\_\_\_\_ Mechanical Contractor Company Name \_\_\_\_\_

Printed Name of Applicant \_\_\_\_\_ Date \_\_\_\_\_ Iowa Mechanical Contractor License # \_\_\_\_\_

Table with 4 columns: DESCRIPTION OF WORK, NO., FEE, TOTAL. Rows include FURNACE, COMFORT COOLING UNIT, APPLIANCE VENT, BOILER INSTALLATION, FUEL BURNING FIREPLACE, WATER HEATER, GAS PIPING, HEATER, REFRIGERATION UNIT, REPAIR / ALTER / ADD TO ANY HEATING, COOLING, REFRIGERATION UNIT, EVAPORATIVE COOLING, HOOD, AIR HANDLING UNIT & DUCTS, VENTILATION FAN, SEPARATE VENTILATION SYSTEM, FIRE DAMPER, HYDRONIC PIPING SYSTEMS, ITEMS NOT CLASSIFIED ABOVE, BASIC FEE - IN ADDITION TO ABOVE ITEMS, FLAT FEE, and a summary section with SUBTOTAL, PENALTY, REINSPECTION FEE, and TOTAL FEE.