



Sandusky County Building Code Department  
 1073 N Fifth Street  
 Fremont, Ohio 43420  
 419-333-6907  
[bldgpermits@co.sandusky.oh.us](mailto:bldgpermits@co.sandusky.oh.us)

**APPLICATION FOR COMMERCIAL HVAC/MECHANICAL PERMIT**

DATE: \_\_\_\_\_ PERMIT # \_\_\_\_\_

LOCATION ADDRESS: \_\_\_\_\_ UNIT/FLOOR # \_\_\_\_\_  
 PROJECT/BUSINESS TENANT: \_\_\_\_\_ TENANT PHONE: \_\_\_\_\_  
 PROJECT NAME: \_\_\_\_\_ CONTRACT VALUE OF PROJECT: \$ \_\_\_\_\_  
 SQ. FT. \_\_\_\_\_ (Round UP to nearest 10 sq. ft.)

<input type="checkbox"/> NEW BLDG	<input type="checkbox"/> ADDITION	<input type="checkbox"/> ALTER/REMODEL
<input type="checkbox"/> FURNACE NEW/REPL	<input type="checkbox"/> HEAT PUMP NEW/REPL	<input type="checkbox"/> AIR CONDITIONING NEW/REPL
<input type="checkbox"/> GAS LINE	<input type="checkbox"/> ROOF TOP UNIT/COMM	<input type="checkbox"/> BOILER STEAM/LOW PRESSURE
<input type="checkbox"/> REFRIGERATION	<input type="checkbox"/> SPRINKLER	<input type="checkbox"/> FIRE SUPPRESSION FOR HOOD
<input type="checkbox"/> HOOD	<input type="checkbox"/> WATER HEATER	<input type="checkbox"/> GAS LINE FOR GENERATOR

IF OTHER, DESCRIBE WORK: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 TENANT NAME: \_\_\_\_\_ TENANT PHONE: \_\_\_\_\_

FEES OWED:		
	Base Fee	\$
<input type="checkbox"/> Check	+ \$0.07 PER SQ. FT. X _____ sq. ft.	\$
<input type="checkbox"/> Cash	PLAN REVIEW FEE	\$
	SUBTOTAL	\$
	3% BBS (multiply subtotal by .03)	\$
If you have any questions regarding fee totals please contact the office.	<b>TOTAL</b>	\$
SIGNATURE: _____		
Applicant, Agent, Owner		

The applicant, agent, owner of this property and the undersigned is (1) responsible to verify all property lines, (2) responsible for making arrangements for all inspections.

**CALL BEFORE YOU DIG – OUPS – 1-800-362-2764**