



**CITY OF GLENDALE - BUILDING AND SAFETY**  
 633 E. Broadway, Room 101  
 Glendale, CA 91206 - (818) 548-3200, 548-4837 (Inspection)  
**MECHANICAL PERMIT WORKSHEET**

**Application No. BM \_\_\_\_\_**

Please complete the section below clearly, legibly and in ink

Job Address ( Include Zip Code )			
<b>Permit Information</b>		Has work started? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is this work related to a Building Permit <input type="checkbox"/> Yes <input type="checkbox"/> No		(Double the permit fee will be charged for legalization )	
Describe where the work will be done & fill out the work description on the right side of this application.			
Applicant 's Name		Phone (    )	
Address ( Include City and Zip Code )			
Property Owner's name		Phone (    )	
Address (Include City & Zip Code)			
E-Mail Address			
<b>Licensed design professional or engineer Information:</b>			
Name		Phone (    )	
Address (Include City & Zip Code)		License No.	
E-Mail Address			
<b>CALIFORNIA LICENSED CONTRACTOR'S DECLARATION: I hereby affirm under penalty of perjury that I am licensed under provisions of Chapter 9 (commencing with section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.</b>			
Contractor's Name		Phone (    )	
Address (Include City & Zip Code)			
State License No.	Exp. Date	City License No.	Exp. Date
E-Mail Address			
Contractor's Signature			
APN		Lot	
Tract		NAICS/Structure Use	
No. of Floor Levels Above Grade		No. of Floor Levels Below Grade	
No. of Mezzanines		Type of Construction	
Fire Sprinkler		The Edition of the Code	
<b>FOR OFFICE USE ONLY</b>			
Comments			
Processed By		Date	Receipt No.
PC by		Date	
Approved By		Date	Receipt No.
Processed By		Date	

<b>Work Description ( Fill all that apply and specify quantity )</b>	
_____ \$33.30	Issuance Fee
Note: Technological Surcharge of 6.8% will Apply to Permit and Plan Check Fees	
_____ \$22.56	Supplemental Permit to _____
_____ \$38.67	Minimum Inspection Fee ( If fees below add up to less than \$38.67)
_____ \$ _____	Plan Check ( 50% of Permit Fee, Minimum of \$71.97)
<b>Heating, Air-Conditioning, Refrigeration, and Evaporative Systems.</b>	
_____ \$27.93	FAU up to 100,000 btu ( * )
_____ \$33.30	FAU over 100,000 btu ( * )
_____ \$27.93	Floor Furnace Including Vent ( * )
_____ \$27.93	Suspended, Wall or Floor Mounted Heater ( * )
<b>Relocation or Replacement of VAV Units.</b>	
_____ \$107.43	Up to 4 Units
_____ \$10.74	Each Units Above 4.
<b>Alterations, Repairs or Additions.</b>	
_____ \$27.93	Refrigeration - Altered, Repaired, or added to ( * )
_____ \$27.93	Air-Conditioning - Altered, Repaired, or added to ( * )
_____ \$27.93	Heating - Altered, Repaired, or added to ( * )
_____ \$27.93	Evaporative System - Altered, Repaired, or added to
_____ \$22.56	Each Air Handler Unit ( * )
<b>Compressors, Condensers, Absorbtion Systems, Boilers, Cooling Towers, Chillers.</b>	
Note: Applicants must convert to Hp for boilers	
_____ \$27.93	Up to and Including 3 Hp or 36m btu/h
_____ \$44.04	3 Hp<x< 15 Hp, or 36m <x< 180m btu/h
_____ \$66.60	Over 15 Hp<x<30 Hp, or 180m<x<360m btu/h
_____ \$88.09	Over 30 Hp<x<50 Hp, or 360m<x<600m btu/h
_____ \$154.70	Over 50Hp, or Over 600m btu/h
_____ \$38.67	Electrical A/C & Compressor added
<b>Miscellaneous, Exhaust Fans &amp; Hoods.</b>	
_____ \$17.18	Appliance Vent
_____ \$27.93	Ducts, or Zones Altered
_____ \$22.56	Single Duct Vent Fan (Including Dryer Vents)
_____ \$22.56	Non-HVAC Vent System
_____ \$128.91	Commercial Kitchen Exhaust Hood ( * )
_____ \$26.85	All Other Hoods
_____ \$33.30	Prefabricated Fireplace UL # _____
_____ \$22.56	Appliance or Piece of Equipment not Classified in Other Categories _____
<b>Fuel Utilization.</b>	
_____ \$10.74	Connection of Equipment to a Gas System
_____ \$38.67	New Gas System
<b>Note:</b> Any item having this mark ( * ) may require plan check for multi-family ( 3 or more units ) & commercial buildings. ( Installation of 100,00 BTU and above heating appliances: 5 tons/60,000 BTU and above a/c system: multiple installations of less than 5 ton: air handling equipment with combined CFM of 2000 or more: and steam boilers).	

