

KENNETT TOWNSHIP MECHANICAL PERMIT APPLICATION



Please use this application packet for adding, replacement or changing any mechanical or HVAC equipment such as:
Furnace, Boiler, Heat pump, Air Conditioning equipment, Fireplace inserts, Gas log sets, Fuel burning appliances

This permit application packet can be emailed to:

permits@kennett.pa.us , mailed to our office or dropped off.

If sending via email: Please make sure all forms are completed and signed, send us 1 pdf of all documents.

No cell phone pictures of forms will be accepted, must be PDF or scanned packet.

No money is due with any applications, we will send an invoice.

- Mechanical/HVAC permit application (1 page)
- Customer proposal or Invoice (1 page)
- Specs on Mechanical/HVAC Equipment (1-2 pages)
- Mechanical/HVAC Load Calculations (for new construction or change in energy/fuel source)
- Proof of Insurance Certificate (COI)
- Kennett Township Liability Statement
- UCC (Uniform Construction Code) Inspection Form (form not needed for LIKE for LIKE replacements)

NO STAPLES PLEASE



801 BURROWS RUN ROAD,
CHADDS FORD, PA 19317
PHONE: 610-388-1300

Permit #

MECHANICAL/HVAC PERMIT APPLICATION

To alter, erect or use a structure, to use land in accordance with the Zoning Ordinance, Building Code, and all other pertinent ordinances of Kennett Township, Chester County, Pennsylvania.

No Money is due with this application. A permit invoice will be emailed.

Property Type: _____ Residential _____ Commercial

Is this a LIKE FOR LIKE replacement? _____

Property Address: _____

Owner Name: _____

Owner Email **(required if owner is paying for permit)** _____

Mechanical Contractor/DBA: _____

Contact Representative name: _____

Phone: _____ Email: _____

Have you done work in Kennett Township in the last 12 months? _____ YES _____ NO

Cost of Mechanical Construction: \$ _____

Describe work to be performed:

Type of Construction:

_____ New Construction _____ Repair _____ Change in Use _____ Replacement

Fuel Source:

_____ Electric _____ Natural Gas _____ Propane _____ Oil Other: _____

NEW SYSTEMS OR CHANGE IN FUEL SOURCE REQUIRE LOAD CALCS

Party responsible for permit payment _____ Contractor _____ Homeowner

Who do we contact with MECHANICAL questions regarding this permit?

_____ Applicant _____ Other (name & phone):

I certify that all information on this application is correct, and the work will be completed in accordance with the "approved" construction documents and PA Act 45 (Uniformed Construction Code) and any additional applicable codes, ordinances and regulation of Kennett Township. I understand issuance of a permit and approval of construction documents shall not be construed as authority to violate, cancel, or set aside any provisions of the codes or ordinances of Kennett Township or any other governing body. I certify that the code administrator or the code administrator's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

Applicant's Signature: _____ Date: _____

All forms can be emailed to: permits@kennett.pa.us

FOR TOWNSHIP USE ONLY

Building Code Official: _____ Date: _____

TOTAL COST \$ _____



KENNETT TOWNSHIP LIABILITY STATEMENT

To be completed by Owner or Authorized Agent

Construction Address: _____

The issuance of this permit is conditioned upon compliance with all facets of the approved permit application and/or the subdivision plan from which this lot was created, to include, but not be limited to, soil erosion controls, stormwater management, grading plan, monument placing and all other details of the subdivision approval.

If, upon inspection, work is being done other than as approved, a Stop Work Order will be issued with the condition that corrections be made before any work is resumed.

If it is necessary to make a change, the proposed change shall be detailed by the applicant and submitted in writing. A written approval must be received prior to proceeding, as requested. Failure to procure written change approval will result in an obligation to construct as originally approved.

When inspection for a Use and Occupancy Permit is made and it is noted that the provisions of the permit issuance and/or subdivision approval have not been accomplished, a Use and Occupancy Permit will NOT be issued.

Print Name: _____

Signature: _____

_____ Homeowner _____ Contractor _____ Other

Date: _____



UCC FORM

UNIFORM CONSTRUCTION CODE INSPECTION REQUIREMENTS/PROCEDURES

KENNETT TOWNSHIP CODE ENFORCEMENT DEPARTMENT

All inspections require 48 hours' notice

HVAC REQUIRED INSPECTIONS:

FINAL

PLEASE NOTE: This form is not needed for "LIKE FOR LIKE" replacements. No inspections are needed.

This form IS required for change in use system, or HVAC that is new or being added.

Kennett Township conducts HVAC Finals on Wednesdays only.

If the homeowner is responsible for being home at final inspection, please make sure we have a valid email address to contact them.

FINAL: To be performed after construction/installation outlined in the issued building permit have been completed. I fully understand that it is my responsibility, or the person that I have listed on the application as my designee to call for inspections and, that if inspections are not made according to this procedure, I or my designee may be in violation of the UCC and may be subject to persecution. I/we also understand that no one may occupy the structure (or portion thereof) until a UCC certificate of Occupancy or Certificate of Compliance is obtained.

No work may start until a permit is issued.

Party responsible for scheduling FINAL inspection:

_____HVAC Contractor

_____Homeowner * Homeowner should be aware that Kennett Township will conduct a final inspection, if needed

Printed Name: _____ Signature: _____