



Seneca County Building Department  
 92 E. Perry Street Suite 1103  
 Tiffin, OH 44883  
 419-447-8022  
 senecacountybuildingdept@safebuilt.com

**APPLICATION FOR COMMERCIAL HVAC/MECHANICAL PERMIT**

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

LOCATION ADDRESS: \_\_\_\_\_ UNIT/FLOOR # \_\_\_\_\_  
 PROJECT/BUSINESS TENANT: \_\_\_\_\_ TENANT PHONE: \_\_\_\_\_  
 PROJECT NAME: \_\_\_\_\_ PROJECT VALUATION: \$ \_\_\_\_\_  
 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

**DESCRIBE WORK:**  
 \_\_\_\_\_  
 \_\_\_\_\_

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

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

**FEES OWED:**  
 The office will determine fee totals. (See fee schedule for reference) Please contact us with any questions.

<input type="checkbox"/> Check		
<input type="checkbox"/> Cash		
<input type="checkbox"/> Credit Card		
Do not send payment with initial submittal.		
<b>SIGNATURE:</b> _____	<b>TOTAL</b>	\$
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**