

# MECHANICAL PERMIT APPLICATION

2017



**Development Services**  
 435 Ryman Street, Missoula, MT 59802  
 (406) 552-6635 Fax: (406) 552-6053

**Permit #:** \_\_\_\_\_

**Issued Date:** \_\_\_\_\_

INSPECTION REQUEST LINE (406) 552-6040      Email: [Permits@ci.missoula.mt.us](mailto:Permits@ci.missoula.mt.us)      <https://ebiz.ci.missoula.mt.us/citizenaccess/>

**INSTRUCTIONS - TYPE OR PRINT CLEARLY AND USE BLACK OR BLUE INK - NO PENCIL** - The applicant must fill out sections I, II, and III. Your permit will not be processed if you do not fill out the required information. Please read all conditions on this application before signing. The property owner and/or licensed contractor must sign and date the application. If not applicable please write N/A (do not leave blank). When filling out addresses, please include ST, AVE, RD, DR, etc. and zip code. A separate permit application is required for each building or structure except townhouses or commercial tenant spaces where each unit requires a permit. If necessary, provide directions to the site, location of work within the building, and/or attach a map.

SECTION I: PROPERTY INFORMATION	
<b>PROJECT ADDRESS:</b>	
BLDG #: _____ SUITE #: _____	UNIT #: _____ APT #: _____
MOBILE HOME PARK NAME (IF APPLICABLE): _____	
BUILDING OR STRUCTURE USE	
RESIDENTIAL	
<input type="checkbox"/> SINGLE FAMILY	<input type="checkbox"/> MULTI-FAMILY _____ UNITS
<input type="checkbox"/> DUPLEX	<input type="checkbox"/> STORAGE BUILDING
<input type="checkbox"/> TOWNHOUSE	<input type="checkbox"/> DETACHED GARAGE
<input type="checkbox"/> OTHER	
COMMERCIAL	
CHANGE OF USE	<input type="checkbox"/> - YES <input type="checkbox"/> - NO
SPECIFY USE:	
BUSINESS NAME:	_____
BLDG PERMIT #	_____
SECTION II: PEOPLE INFORMATION	
PROPERTY OWNER	
NAME:	_____
ADDRESS:	_____
CITY, ST, ZIP:	_____
PHONE:	_____
EMAIL:	_____
CONTRACTOR - <input type="checkbox"/> SAME AS OWNER	
NAME:	_____
ADDRESS:	_____
CITY, ST, ZIP:	_____
PHONE:	_____
EMAIL:	_____
SECTION III: PROPOSED WORK	
PROJECT DESCRIPTION	
CONDITIONS	
APPLICATION FOR A PERMIT AND PAYMENT OF PROPER FEES MUST BE MADE PRIOR TO COMMENCEMENT OF WORK OR THE FEE WILL BE DOUBLED (IMC). THIS PERMIT BECOMES NULL AND VOID IF WORK AUTHORIZED IS NOT COMMENCED WITHIN 180 DAYS, OR IF WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 180 DAYS AT ANY TIME AFTER WORK IS COMMENCED. (IMC). IS SHALL BE THE DUTY OF THE PERSON DOING THE WORK AUTHORIZED BY A PERMIT TO ASSURE THAT ALL REQUIRED INSPECTIONS ARE SCHEDULED 24 HOURS IN ADVANCE AND APPROVED BY THE CITY INSPECTORS. FURTHERMORE, IT SHALL BE THE DUTY OF THE PERSON REQUESTING THE INSPECTION TO PROVIDE ACCESS TO AND MEANS FOR INSPECTION OF THE WORK (IMC). THE INDIVIDUAL WHO SIGNS THIS APPLICATION ASSUMES ALL RESPONSIBILITY AND LIABILITY FOR THE WORK PREFORMED AS SPECIFIED HEREIN.	

\* INCLUDES ANY DUCTS OR VENTS ATTACHED TO PERMITTED APPLIANCE

\*\* INCLUDES MAKE-UP AIR UNITS, SOLAR SYSTEMS AND BOILER ACCESSORIES

SIGNATURE OF PROPERTY OWNER \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE OF MECHANICAL CONTRACTOR \_\_\_\_\_ DATE \_\_\_\_\_

SECTION IV: PERMIT FEES		
<input type="checkbox"/>	FOR ISSUING EACH PERMIT (1)	\$ 35.00
<input type="checkbox"/>	FOR ISSUING EACH SUPPLEMENTAL PERMIT FOR WHICH THE ORIGINAL PERMIT IS NOT EXPIRED, CANCELLED OR COMPLETED (2)	\$ 10.00
(1) EXCEPT FOR WOOD STOVES OR SOLID FUEL APPLICATIONS. (2) YOU MAY NOT EXTEND ANOTHER APPLICANT'S PERMIT.		
1. FURNACES * (INCLUDES HEAT PUMPS (WATER SOURCE))		
#	TYPE OF WORK	FEE
	FOR THE INSTALLATION OR RELOCATION OF EACH FORCED-AIR OR GRAVITY-TYPE FURNACE, BURNER OR HEAT EXCHANGER, UP TO AND INCLUDING 100,00 BTU/HR	\$ 23.00
	FOR THE INSTALLATION OR RELOCATION OF EACH FORCED-AIR OR GRAVITY-TYPE FURNACE, BURNER OR HEAT EXCHANGER, OVER 100,000 BTU/HR	\$ 27.00
2. HEATERS *		
	FOR THE INSTALLATION OR RELOCATION OF EACH SUSPENDED HEATER, RECESSED WALL HEATER, FLOOR MOUNTED ROOM HEATER, FLOOR FURNACE, WALL FURNACE OR GAS FIREPLACE INSERT	\$ 23.00
3. APPLIANCE VENTS/COMBUSTION AIR DUCTING		
	FOR THE INSTALLATION, RELOCATION OR REPLACEMENT OF EACH APPLIANCE VENT OR COMBUSTION AIR DUCTING NOT INCLUDED IN AN APPLIANCE PERMIT	\$ 10.00
4. REPAIRS OR ADDITIONS		
	FOR THE REPAIR OF, ALTERATION OF, OR ADDITION TO EACH EXISTING HEATING APPLIANCE, REFRIGERATION UNIT, COOLING UNIT, OR FOR EACH SUCH SYSTEM, INCLUDING INSTALLATION OF COILS OR RADIANT FLOOR HEATING	\$ 23.00
5. BOILERS, COMPRESSORS OR HEAT EXCHANGERS **		
	FOR THE INSTALLATION OR RELOCATION OF EACH BOILER, OR STEAM OR HOT WATER EXCHANGER, UP TO AND INCLUDING 100,000 BTU/HR; OR FOR EACH COMPRESSOR (INCLUDING PACKAGE OR ROOFTOP UNITS) UP TO AND INCLUDING 3 HORSEPOWER (TON) (INCLUDES SOLAR SYSTEMS & CONDENSORS)	\$ 23.00
	FOR THE INSTALLATION OR RELOCATION OF EACH BOILER, OR STEAM OR HOT WATER HEAT EXCHANGER, 100,000 TO 500,000 BTU/HR; OR FOR EACH COMPRESSOR (INCLUDING PACKAGE OR ROOFTOP UNITS) 3 TO 15 HORSEPOWER (TON)	\$ 38.00
	FOR THE INSTALLATION OR RELOCATION OF EACH BOILER, OR STEAM OR HOT WATER HEAT EXCHANGER, 500,000 TO 1,000,000 BTU/HR; OR FOR EACH COMPRESSOR (INCLUDING PACKAGE OR ROOFTOP UNITS) 15 TO 30 HORSEPOWER (TON)	\$ 51.00
	FOR THE INSTALLATION OR RELOCATION OF EACH BOILER, OR STEAM OR HOT WATER HEAT EXCHANGER, 1,000,000 TO 1,750,000 BTU/HR; OR FOR EACH COMPRESSOR (INCLUDING PACKAGE OR ROOFTOP UNITS) 30 TO 50 HORSEPOWER (TON)	\$ 79.00
	FOR THE INSTALLATION OR RELOCATION OF EACH BOILER, OR STEAM OR HOT WATER HEAT EXCHANGER, OVER 1,750,000 BTU/HR; OR FOR EACH COMPRESSOR (INCLUDING PACKAGE OR ROOFTOP UNITS) OVER 50 HORSEPOWER (TON)	\$ 132.00
6. AIR HANDLERS		
	FOR EACH AIR-TO-AIR HEAT EXCHANGER, INCLUDING ANY DUCTS ATTACHED THERETO (HRV)	\$ 16.00
	FOR EACH AIR-HANDLING UNIT FOR FAN-COIL UNIT UP TO AND INCLUDING 10,000 CUBIC FEET PER MINUTE (CFM), INCLUDING DUCTS ATTACHED THERETO	\$ 16.00
	FOR EACH AIR-HANDLING UNIT OVER 10,000 CFM	\$ 27.00
NOTE: THE ABOVE FEES DO NOT APPLY TO AIR-HANDLING UNITS WHICH ARE A PORTION OF A FACTORY-ASSEMBLED APPLIANCE, COOLING UNIT, OR EVAPORATIVE COOLER FOR WHICH A PERMIT IS REQUIRED ELSEWHERE IN THE IMC		
7. EVAPORATIVE COOLERS		
	FOR EACH EVAPORATIVE COOLER OTHER THAN PORTABLE TYPE	\$ 16.00
8. VENTILATION AND EXHAUST		
	FOR EACH VENTILATION FAN CONNECTED TO A SINGLE DUCT	\$ 10.00
	FOR EACH VENTILATION SYSTEM, OR FOR DUCTWORK WHICH IS NOT A PORTION OF ANY HEATING OR AIR-CONDITIONING SYSTEM AUTHORIZED BY A PERMIT	\$ 16.00
	FOR THE INSTALLATION OF EACH HOOD WHICH IS SERVED BY MECHANICAL EXHAUST, INCLUDING THE DUCT FOR SUCH HOOD, BUT NOT INCLUDING ANY RELATED FANS OR MAKE-UP AIR	\$ 16.00
9. MISCELLANEOUS		
	FOR THE INSTALLATION OR RELOCATION OF EACH RESIDENTIAL-TYPE WOOD STOVE OR SOLID FUEL APPLIANCE, INCLUDING CHIMNEY, BUT NOT INCLUDING ANY OTHER REQUIRED AIR-QUALITY PERMITS FROM OTHER AGENCIES	\$ 46.00
	FOR EACH APPLIANCE OR PIECE OF EQUIPMENT REGULATED BY THE IMC BUT NOT CLASSIFIED IN OTHER APPLIANCE CATEGORIES OR FOR WHICH NO OTHER FEE IS LISTED	\$ 16.00
10. FUEL/GAS PIPING		
	FOR EACH GAS-PIPING SYSTEM OF ONE TO FOUR OUTLETS (PER FUEL/GAS SERVICE)	\$ 13.00
	FOR EACH GAS-PIPING SYSTEM, ADDITIONAL OUTLETS OVER FOUR, PER OUTLET (PER FUEL/GAS SERVICE)	\$ 5.00
# GAS OUTLETS	PENALTY FEE	
TOTAL FEES	<input type="checkbox"/> CASH	
<input type="checkbox"/> CREDIT CARD	<input type="checkbox"/> CHECK	