

**HILLSBOROUGH COUNTY BUILDING SERVICES DIVISION  
MECHANICAL PERMIT APPLICATION**

DATE \_\_\_\_\_

It is understood that any permit issued on this application will not grant the right of privilege to erect any structure or to use any premises described for any purpose or in any manner prohibited by the zoning ordinance or by other ordinances, codes, or regulations of Hillsborough County.

PERMIT # \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_

OWNER'S E-MAIL: \_\_\_\_\_

OWNER'S PHONE: ( ) \_\_\_\_\_ OWNER'S FAX: ( ) \_\_\_\_\_

JOB LOCATION: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

SECTION / TOWNSHIP / RANGE: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Note:** New, Renovations and Additions – included with Building Permit.

Mechanical (General) \$77.00 – maximum one (1) inspection  
\* For all mechanical related activities not addressed in Appendix 1.

Scope of Work: \_\_\_\_\_

Job Valuation: \_\_\_\_\_ \$

HVAC Equal Change-outs \$77.00 - maximum one (1) inspection  
\* Commercial or Residential

Multi-Family Mechanical: \$77.00 plus \$35.00 per unit

Manufactured/Modular Home Mechanical \$77.00

NOC Fee \$5.00

MECHANICAL CONTRACTOR: \_\_\_\_\_

**PLEASE PRINT:** Name of Active Certification Holder and Certificate #

CONTRACTOR OR AUTHORIZED AGENT SIGNATURE: \_\_\_\_\_

IF SIGNED BY AUTHORIZED AGENT, PLEASE PRINT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: ( ) \_\_\_\_\_ FAX: ( ) \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

**NOTE:** A \$5 surcharge is required for any job valued at \$2,500 or more for new construction or \$7,500 or more for change-out of existing unit, per Florida Statute 713 (Notice of Commencement), except for new construction when a Notice of Commencement has already been filed. A Notice of Commencement must be recorded and posted on the job site before the first inspection.

**To be completed by BSD staff:**

PERMIT FEE \_\_\_\_\_

PERMIT # \_\_\_\_\_

Effective 10/1/2010, Building Departments are required to collect a 1.5% surcharge fee on all building permits (building, plumbing, electrical, mechanical, etc.) for DCA and DBPR. The minimum fee collected on any permit will be \$2.00 dollars for each department. This will result in a total increase of 3 % or a minimum of \$4.00 per permit.