



Building Department  
7900 Fitch Road, Olmsted Township, OH 44138  
Phone Number: 440-235-4225  
[building@olmstedtownship.org](mailto:building@olmstedtownship.org)

## Mechanical Application

**Project Address:**

**Parcel Number:**

**Project Type:** ☐ Residential ☐ Commercial (Includes multifamily 4 or more units attached)

*Note: For new construction, additions, and renovations a separate mechanical application is not required. The building permit applicant is required to submit all mechanical plans and contractor information for review and approval with the building application.*

**Permit Type (Check all that apply):**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Heating Unit Replacement   | <input type="checkbox"/> Air Conditioner Replacement | <input type="checkbox"/> Gas Fireplace           |
| <input type="checkbox"/> Gas Piping Installation    | <input type="checkbox"/> Ductwork Installation       | <input type="checkbox"/> Pool Heater Replacement |
| <input type="checkbox"/> Exhaust System/Make-up Air | <input type="checkbox"/> Refrigeration system        | <input type="checkbox"/> Commercial Hood         |
| <input type="checkbox"/> Other                      |  |  |

Describe Other: \_\_\_\_\_

**Estimated cost of the project:** \_\_\_\_\_

**Project Description:**

**Property Owner Name:**

**Mailing Address:**

**Phone Number:**

**E-mail Address:**

**Same as above:** ☐ (Check this box if owner occupant of a single family home will be performing all of the work)

**Contractor Name:**

**Mailing Address:**

**Phone Number:**

**E-mail Address:**

**OCILB License Number:**

I am the property owner of record, contractor as an agent on behalf of the property owner, or an authorized representative on behalf of the property owner. All work performed under this building permit application will be in compliance with the resolutions of Olmsted Township and all applicable laws; work will be completed by the owner or registered contractors with Olmsted Township. I hereby certify that I agree with the terms listed above and that all information contained in this application is true, accurate and complete to the best of my knowledge.

**Applicant Signature:**

**Date:**

**Print Name:**

**Email:**

**Applicant is:** ☐ Owner ☐ Contractor ☐ Owners Authorized Representative

**Please submit application and project drawings electronically to:** [building@olmstedtownship.org](mailto:building@olmstedtownship.org)



## **Mechanical Application Required Information Guide**

- Heating Unit/Air Conditioner Replacement
  - Information to submit with the plans including but not limited to:
    - Existing equipment efficiency, venting type, size, and location
    - New equipment make, model, efficiency, venting type, size, and location
- Gas Fireplace
  - Information to submit with the plans including but not limited to:
    - Existing equipment efficiency, venting type, size, and location
    - New equipment make, model, efficiency, venting type, size, and location
- Gas Piping Installation
  - Information to submit with the plans including but not limited to:
    - Gas piping material, size, location, source, equipment supplying, shut off locations, riser information, sediment trap location
- Ductwork Installation
  - Information to submit with the plans including but not limited to:
    - Existing ductwork material, size, location
    - New ductwork material, size, location
- Pool Heater Replacement
  - Information to submit with the plans including but not limited to:
    - Existing equipment venting type, size, and location
    - New equipment make, model, venting type, size, and location
- Exhaust System/Make-Up Air
  - Information to submit with the plans including but not limited to:
    - New equipment make, model, venting type/size/material/location/insulation/termination, CFM ratings, and location
- Refrigeration System
  - Information to submit with the plans including but not limited to:
    - New equipment make, model, venting type, size, and location
- Commercial Hood System
  - Information to submit with the plans including but not limited to:
    - New equipment make, model, venting type, size, and location

**Note:** Depending on the scope of work commercial plans may require a registered design professional.