



**HILLTOWN TOWNSHIP**

13 West Creamery Road  
P.O. Box 260  
Hilltown, PA 18927  
(215) 453-6000 Fax: (215) 453-1024  
www.hilltown.org

**Residential Mechanical/HVAC Permit Application**

To be used for component and system replacements, and retro-fits of EXISTING single-family-dwellings.

<u><b>Application Type</b></u> (check ALL that apply)	<input type="checkbox"/> <b>Replacement Furnace or Boiler</b>
	<input type="checkbox"/> <b>Replacement Heat Pump/Air Conditioning Unit</b>
	<input type="checkbox"/> <b>Ductless Split System (must include lay-out of all Outdoor and indoor units)</b>
	<input type="checkbox"/> <b>New and/or Replacement Ductwork</b>
	<input type="checkbox"/> <b>Other (describe):</b> _____

**APPLICATIONS MUST BE ACCOMPANIED BY REQUIRED INFORMATION OR IT WILL BE REJECTED**

- Sizing/Load Calculations in accordance with ACCA Manuals 'S' and 'J' (It should NOT be assumed the existing equipment was properly sized; CURRENT CALCULATIONS REQUIRED)
- Equipment catalog and/or data/specification sheets listing all relevant technical information.
- If installing one or more packaged split system(s), a system map is required showing which areas of dwelling are being conditioned.
- Duct lay-out, sizing and method of insulation (when any of this information is relevant or required).
- For Oil tank installations, a floor plan of the installation space, or plot plan, must be included.
- A plan review fee of \$100.00 is due at submission for all Residential Permits. All work that requires a resubmission is subject to a fee of \$100.00/ plan resubmission review.

<b><u>Property Owner Information</u></b>	<b>Name</b>			Initial if we may contact you via <b>E-Mail</b> _____	
	<b>Address</b>				
	<b>Phone:</b>		<b>Fax:</b>		
	<b>E-Mail</b>				

<b><u>Contractor Information</u></b>	<b>Name</b>			Initial if we may contact you via <b>E-Mail</b> _____	
	<b>Address</b>				
	<b>Phone:</b>		<b>Fax:</b>		
	<b>E-Mail</b>				

**All intake and exhaust vents, and all fuel fills and air vents, must terminate a minimum of 3' above existing grade (12" above anticipated snow levels), AND meet minimum manufacturers' and code clearances from all building openings.**

<b><u>Property Information</u></b>	<b>Tax I.D. #</b>	

**Who should be contacted regarding this Application?** \_\_\_\_\_

**APPLICANT'S CERTIFICATION:**

I hereby certify that all information on this form and attached documentation is true, to the best of my knowledge. Further, I am the owner, or am authorized by the owner, to submit this application. In addition, if a permit for the project is issued, I certify that the Hilltown Township Building Code Official(s) is/are authorized to enter those areas of the property affected by the permit at any reasonable hour to inspect for compliance with the permit and the Pennsylvania Uniform Construction Code.

**APPLICANT'S Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_