



**Building Safety & Zoning
Department**
PO Box 477
106 Jones Street
Watertown WI 53094
(920) 262-4060
www.ci.watertown.wi.us

OFFICE USE ONLY

Permit # _____
Date: _____
Parcel # _____
Cash/Check #: _____
Receipt # _____
Received by: _____

**APPLICATION FOR
HEATING, VENTILATING & AIR CONDITIONING PERMIT**

Owner & Contractor Information

Job location:

Owner's Name		Mailing Address		Phone #	
Contractor's Name			Telephone (Include Area Code)		
Mailing Address			Electrical Contractor		
City	State	Zip	Electrical License #		
Heating License #		Contractor Phone #		Contractor Email Address	

The undersigned hereby applies for a HVAC permit to do work herein described and located as shown on the attached sheet of this application. The undersigned agrees that all work will be done in accordance with the building codes and all other ordinances of the City of Watertown and with all laws in the State of Wisconsin applicable to said installations. Double fees will be charged if work is started before the permit is issued.

Contractor Signature _____

Type of Property 1&2 family Multi-family Commercial/Industrial

Submittal Required Letter only City plan approval State plan approval Not Applicable

SCHEDULE OF FEES

FOR NEW BUILDING, ADDITION & REMODELING OF 2 ROOMS OR MORE

Base Fee of \$35 + (_____ square feet for all areas x \$0.03/sf) = _____ (Min. Fee of \$70.00) = **TOTAL \$** _____

FOR REMODELING OF 1 ROOM, MODIFICATIONS OR INDIVIDUAL ITEMS:

Description	Quantity	Rate	Fee
Each piece of heating equipment		\$27.50	
Each fireplace		\$27.50	
Each piece of air conditioning equipment		\$32.50	
Each piece of air conditioning equipment if heating unit is included on same permit		\$22.50	
Each rooftop unit – furnace only		\$27.50	
Each rooftop unit – air conditioning only		\$27.50	
Each rooftop unit – combination furnace & air conditioning		\$50.00	
Each piece of commercial ventilation equipment (duct work)		\$55.00	
Failure to call for inspection		\$50.00	
Inspections completed after hours (2 hr. min. charge)		\$63.75/hr. (\$127.50 min.)	
Administrative Fee (in addition to fees above)	1	\$35.00	+\$35.00
Double fees shall be charged for any work started prior to completing a permit.		Fees Doubled	
Total permit fee			\$

Notes:

Rough: _____ Final: _____