



MECHANICAL PERMIT APPLICATION

TOWN OF WINTERVILLE

2936 CHURCH ST.

WINTERVILLE, NC 28590

PHONE 252-215-2419 FAX 252-756-6647

EMAIL - inspections@wintervillenc.com

Please fill out application COMPLETELY ~ Failure to do so will delay processing

1. Only licensed mechanical contractors may submit a mechanical permit application unless it is the homeowner or tenant who resides in the residence.
2. If lock box is used to gain access, the number/code is: _____
3. If key is needed to gain entry and no lock box is available, please leave with permit application or provide information to location of key on property.
4. A Town of Winterville Building Inspector will not enter into an occupied residence without someone present over the age of 18 or the contractor meeting on site.
5. When a new gas line is installed or a new line connected into an existing line it is the responsibility of the Mechanical Contractor to make sure a carbon monoxide detector is installed on each floor of the building.
6. If you are not the owner of the property or a licensed contractor you will need a letter of authorization from the property owner allowing you to perform work on their property.
7. If the permit holder is changing an appliance that is connected to a gas line, a gas permit must be purchased in order to check the gas line for correct sizing to the new appliance.

General Project Information

Project Name _____

Project Address _____ Unit # _____

Tax Parcel # _____

Is this permit associated with a building permit? Yes No If so, building permit # _____

Estimated cost of project? \$ _____

Property Owner Information

Property Owner Name _____

Mailing Address _____

City _____ State _____ Zip _____ Phone # _____

Is this property rental property? Yes No

Tenants Name _____

Contractor Information

Company Name _____

License Holder Name _____

Mailing Address _____

City _____ State _____ Zip _____ Phone # _____

Email _____ Fax # _____

NC License No. & Classification _____

Project Information

Commercial Residential (One and Two Family Dwellings) Industrial

Type of Installation

New Complete Unit Install Change Out of Existing Unit Ductwork only

Change Out of Air Handler Only Change Out of Condensing Unit Only Other _____

New Gas Line Addition to Exist Gas Line Gas Off 6 Months or More (See Gas Piping Information Below)

Please list number of each type of units

_____ Electric Package Units _____ Gas Package Units _____ Duel Fuel Units

_____ Electric Split System (Heat Pump) _____ Gas Split System (Furnace) _____ Ductless Mini Split

_____ Geo-Thermal Units _____ Hydro Heat Units _____ Solar Units

_____ Other _____

Gas Type: Natural LP

Location of Units (Change outs only - Check all that apply)

Crawl Space Attic Roof Closet Other _____

Miscellaneous Mechanical Items (Please list number of units)

_____ Gas Fireplace _____ Gas Logs _____ Gas Wall Heater _____ Gas Wall Heater _____ Unit Heater

_____ Boiler _____ Chiller _____ VAV Units _____ _____

_____ Commercial Hood Fans _____ Exhaust Fans _____ Refrigeration Equipment

Gas Piping & Gas Line Installations

New Addition Off 6 Months Gas Pressure: Low Pressure 2 PSI 5 PSI

Gas Type: Natural LP

List Appliances Connected to Gas Line

Fireplace Air Handler Gas Package Unit Gas Logs Unit Heater

Boiler Wall Heater Stove / Oven Dryer Water Heater

Generator Other _____

Authority to File Application

I hereby agree to conform to all applicable laws and regulations of the Town of Winterville, Pitt County and the State of North Carolina and certify that the above information, accompanying documents and owner's acknowledgement are complete, true and accurate to the best of my knowledge. In addition, I acknowledge that by filling out this application representatives from the Town of Winterville Inspections / GIS Department may enter the subject property for the purpose of investigation and analysis of this request.

Applications will not be processed without applicant's signature

Applicant Signature:

Signature of Property Owner Performing Their Own Work

IF CONSTRUCTION IS BEING PERFORMED BY OWNER OF THE PROPERTY AND PROPERTY OWNER IS NOT A NC LICENSED CONTRACTOR: This is to certify that I, as property owner, am presently occupying or will occupy the structure listed on the permit and this structure is not intended for rent, lease or sale. I understand that I am totally responsible for all work performed and for scheduling all inspections. § G.S. 87-14

Property Owner Signature: