



CITY OF ALLENTOWN  
DEPARTMENT OF COMMUNITY DEVELOPMENT  
Bureau of Building Standards & Safety  
INSPECTION DIVISION - Room 428 or 4<sup>th</sup> Floor

**APPLICATION FOR HEATING PERMIT**

APPLICATION IS HEREBY MADE FOR A PERMIT TO INSTALL OR ALTER HEATING SYSTEMS ON THE PREMISES DESCRIBED HEREWITH. THE INFORMATION WHICH FOLLOWS, TOGETHER WITH THE HEATING PLAN, IF NEEDED, IS MADE PART OF THE APPLICATION BY THE UNDERSIGNED. IT IS UNDERSTOOD AND AGREED BY THE APPLICANT THAT ANY ERROR, MISSTATEMENT OR MISREPRESENTATION OF MATERIAL FACT, EITHER WITH OR WITHOUT INTENTION ON THE PART OF THIS APPLICANT, SUCH AS MIGHT OR WOULD OPERATE TO CAUSE A REFUSAL OF THIS APPLICATION, OR ANY CHANGE MADE SUBSEQUENT TO THE ISSUANCE OF THE PERMIT, WITHOUT APPROVAL OF THE INSPECTIONS DIVISION, SHALL CONSTITUTE SUFFICIENT GROUNDS FOR THE REVOCATION OF THIS PERMIT, AND/OR PROSECUTION, OR BOTH.

ALL WORK MATERIALS AND CONSTRUCTION WILL BE IN A ACCORDANCE WITH THE RULES AND REGULATIONS OF THE HEATING CODE OF THE CITY OF ALLENTOWN

**PLEASE NOTIFY THIS OFFICE WHEN JOB IS READY FOR INSPECTION**

**PLEASE PRINT OR TYPE INFORMATION DO NOT USE PENCIL**

Date: \_\_\_\_\_ Permit No.: \_\_\_\_\_ Fee: \_\_\_\_\_

Price Estimate: \_\_\_\_\_ Business Privilege License Number: \_\_\_\_\_

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

DEED OWNER: \_\_\_\_\_

OWNER'S ADDRESS: \_\_\_\_\_

NAME OF COMPANY: \_\_\_\_\_ PHONE: ( ) \_\_\_\_\_

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

NAME OF LICENSED INSTALLER: \_\_\_\_\_ LICENSE NO: \_\_\_\_\_

**Signature**

**NUMBER OF UNITS BEING INSTALLED:** \_\_\_\_\_

**\*\*CHECK ONLY WHAT IS PERTAINING TO BEING INSTALLED\*\***

SYSTEM: [ ] Air [ ] Water [ ] Steam [ ] Boiler [ ] Furnace

FUEL: [ ] Oil [ ] Gas [ ] Coal [ ] Wood

STRUCTURE: [ ] Existing [ ] New with duct work ONLY

INSTALLATION: [ ] New [ ] Replacement [ ] Conversion

TANK SIZE: Gallons: \_\_\_\_\_ [ ] Basement [ ] Above Ground [ ] Below Ground

REMARKS: [ ] APPROVED [ ] VIOLATIONS

Date of Initial Inspection: \_\_\_\_\_ Date of Final Approval: \_\_\_\_\_

Inspector's Signature: \_\_\_\_\_ N:\Dottie\heating permit application.form Rev: 09/2006



APPLICATION CHECK LIST FOR OIL AND GAS FURNACES

EMERGENCY SWITCH:      HEIGHT:      PLATE:      ELECTRIC:      SEPARATE CIRCUIT:

GUARD:      LOCATION:      S FUSE :      BREAKER:      EMT:      SWITCH AT UNIT:

OIL BURNER:      MOUNTING:      FIREMATIC VALVE:      PRESSURE RELIEF VALVE:

CLEARANCE:      FRONT:      REAR:      SIDE:

CHIMNEY CONNECTOR:      CLEARANCE:      VERTICAL      HORIZONTAL

CONDITION:      JOINT SCREWS:      BAROMETRIC DAMPER:      HEAT SAVER

BREECHING:      TIGHT      OPEN      THIMBLE:      [ ] YES      [ ] NO

TANK: VENT AND FILL THRU WALL      VENT CAP      GAUGE      FILTER      SHUT-OFF VALVE

OIL LINE PROTECTION:      TANK TO UNIT      ENTRY AT UNIT

SOLID (COAL - WOOD) FUEL BURNING LOW HEAT APPLICATION AND CHIMNEYS

TYPE OF APPLIANCE: \_\_\_\_\_ MANUFACTURER: \_\_\_\_\_ TEST LABEL: \_\_\_\_\_

CHIMNEY: EXISTING TYPE: \_\_\_\_\_ FLUE SIZE: \_\_\_\_\_ LINED: \_\_\_\_\_ UNLINED: \_\_\_\_\_

NEW-MASONRY: \_\_\_\_\_ FLUE SIZE: \_\_\_\_\_ CLEAN-OUT: \_\_\_\_\_

NEW-METAL FACTORY BUILT MANUFACTURER: \_\_\_\_\_ TEST: \_\_\_\_\_ LABEL: \_\_\_\_\_

TERMINATION HEIGHT: \_\_\_\_\_ CLEARANCE THRU ROOF: \_\_\_\_\_ OF COMBUSTIBLE MATERIAL

CHIMNEY CONNECTOR:      SIZE: \_\_\_\_\_ THIMBLE: \_\_\_\_\_ CLEARANCE VERTICAL: \_\_\_\_\_ HORIZONTAL: \_\_\_\_\_

HEARTH:      FLOOR CONSTRUCTION: CONCRETE: \_\_\_\_\_ BRICK: \_\_\_\_\_ STONE: \_\_\_\_\_ TILE: \_\_\_\_\_ OTHER: \_\_\_\_\_

EXTENSION FROM FIREPLACE OPENING:      FRONT: \_\_\_\_\_ SIDES: \_\_\_\_\_

RADIATION CLEARANCES:      ABOVE: \_\_\_\_\_ FRONT: \_\_\_\_\_ SIDES: \_\_\_\_\_ BACK: \_\_\_\_\_

## MECHANICAL PERMIT REQUIREMENTS

### Required inspections - When to request a required inspection

1. Underground Inspections: Call when trench is excavated, underground fuel piping or mechanical components are installed (with required pressure tests on), prior to backfilling.
2. Rough Mechanical: Call when ALL rough framing, rough electric, rough plumbing, and rough mechanical is complete, all fireblocking and draftstopping installed, and all penetrations are firestopped. **The rough mechanical inspection shall be coordinated with the other trades, as the Building Inspector, Electrical Inspector and Plumbing/Mechanical Inspector will perform the rough inspection at the same time. \*\*\*ALL manufacturer's data sheets and installation instructions for appliances must be on-site and available to the inspector.\*\*\***
3. Final Inspection: Call when ALL systems and components are complete, all mechanical systems in-place, properly connected, in operable condition, prior to occupancy. **The final inspection shall be coordinated with the other trades, as the Building Inspector, Electrical Inspector, Plumbing/Mechanical Inspector and Fire Inspector will perform the final inspection at the same time. \*\*\*ALL manufacturer's data sheets and installation instructions for appliances must be on-site and available to the inspector.\*\*\***  
**\*\*\*Dust detector and commercial kitchen exhaust hood fire protection system acceptance tests will be performed as part of the final inspection.\*\*\***

### HOW TO SCHEDULE AN INSPECTION

Inspection Requests shall be made a minimum of twenty-four (24) hours prior to the inspection.

1. When you obtain your mechanical permit, ask for the business card and direct telephone number for the inspector in your area.
2. Call your inspector to make specific arrangements for your inspection. The inspectors are in the office Monday through Friday 8:00 a.m. to 9:00 a.m. and 3:00 p.m. to 4:00 p.m.
3. The owner or the owner's agent **MUST** be present during the inspection. **An inspector will not enter a building or property without being accompanied by the owner or the owner's agent.**
4. The appropriate permits shall be clearly posted.
5. The approved plans shall be on-site and available to the inspector.

