



Department of Planning & Development
City of South Portland
829 Sawyer Street
South Portland, Maine 04106
(207) 767-7603

HEATING/HVAC PERMIT APPLICATION

For Office Use:
Date: _____ Fee Paid: _____
Application #: _____ Permit #: _____

COST OF INSTALLATION AND EQUIPMENT \$ _____ HEATING/HVAC PERMIT FEE \$ _____
(\$30 flat fee for a single family residence or \$15 per \$1000 estimated cost, minimum \$30 for multi-families or any other use.)

TYPE OF OCCUPANCY _____

LOCATION of work (Street Address): _____

PROPERTY OWNER OR TENANT: _____ PHONE(S): _____

HEATING/HVAC CONTRACTOR: _____ PHONE(S): _____

CONTRACTOR ADDRESS & EMAIL CONTACT NAME: _____

STATE LICENSE # _____ (PLEASE WRITE FULL NUMBER INCLUDING LETTERS)

NAME & DAY PHONE # OF LICENSEE _____

TYPE OF FUEL(S) TO BE USED:

- #2 HEATING OIL NATURAL GAS LP GAS WOOD PELLETS K-1 KEROSENE
OTHER (SPECIFY) _____

CAPACITY OF FUEL STORAGE TANK: _____ GALLONS. INSIDE OUTSIDE N/A

TYPE OF SYSTEM/MAKE OF BURNER: _____

NUMBER OF UNITS _____ BTU OUTPUT _____ LISTING AGENCIES AFUE RATING _____

CHIMNEY: NEW OLD LINED # OF FLUES _____ OTHER UNITS ATTACHED _____ DIRECT VENT

PLEASE CALL (207) 767-7603, #1, #0 TO ARRANGE AN APPOINTMENT FOR AN INSPECTION OF A SINGLE OR TWO-FAMILY INSTALLATION. AN INSTALLATION WITHIN A RESIDENTIAL MULTI-UNIT (3 UNITS OR MORE), BUSINESS AND/OR COMMERCIAL ESTABLISHMENT REQUIRES AN INSPECTION BY THE SOUTH PORTLAND FIRE DEPARTMENT PRIOR TO USE. ALSO, ALL WOODSTOVE INSTALLATIONS, INCLUDING THOSE IN SINGLE AND TWO FAMILY HOMES, MUST BE INSPECTED BY THE FIRE DEPARTMENT PRIOR TO USE. PLEASE CALL (207) 799-3311 AND REQUEST TO SPEAK TO MIKE WILLIAMS, DEPUTY FIRE CHIEF, TO ARRANGE AN APPOINTMENT FOR AN INSPECTION.

The undersigned hereby applies for a permit to install equipment as noted in the building described above as recommended by the manufacturer, and in accordance with the laws of the State of Maine and Ordinances of the City of South Portland.

SIGNATURE of Applicant/Agent _____ Date _____

For Office Use:
REVIEWING INSPECTOR _____ Date _____
COPY TO FIRE DEPT, for all multi-family & commercial installations & all wood stoves - Date _____