

Example of how to fill out Mechanical Permit
 For additional assistance, please see an Assistant



The Town of Collierville

500 Poplar View Pkwy. • Collierville, TN 38017
 Phone (901) 457-2310 • FAX (901) 457-2329

**APPLICATION FOR
 MECHANICAL
 PERMIT**

Collierville Business License No.: **12345**
 Shelby Co. or State of TN Contractor Lic. No.: **012345**

Company Name Heating & Air Co
 Address 1234 Cool Dr Phone No. Office (901) 555-1212
 City Collierville Fax (901) 555-1212
 State TN Zip 38017 Mobile (901) 555-1212

Owner's Name Mrs. John Doe Address 1234 Summer Heat Dr Phone (901) 555-1212
 Street Address of Job 1234 Summer Heat Dr Lot No. _____ Subdivision _____

Single Family Residential Multi-Family Commercial Industrial Mobile Home Other _____
 Description of work to be done Replace Coil & Condenser Value of Contract \$3,500.00

Round **UP** value to the nearest thousand
 This example would be rounded up to \$4,000

The fee is \$25.00 **PER** \$1,000 for the first **\$2,000**

UNITS	DESCRIPTION	RATE	FEE	UNITS	DESCRIPTION	RATE	FEE
2	Boiler			2	\$25 per \$1,000 for the first \$2,000 value or equipment and installation	\$25.00	\$50.00
2	Pressure Vessel			2	Cost \$10 per \$1,000 thereafter	\$10.00	\$20.00
	Tank						
	Hot Water Supply Under 200,000 BTU						
	Processing Piping						
	Sprinkler						
	Elevator						
	Furnace						
	Heater						
	Air Conditioning						
	Ductwork						
					*****TOTAL JOB VALUE*****		
1	Refrigeration			1	Codes Software Fee	7.00	7.00
1	Incinerator			1	Base Fee	20.00	\$20.00
	Hoods				Minimum Fee	45.00	
	Gas Piping						
	Water Heater						
	Fire Protection System						
	Other (describe)						
					*****TOTAL PERMIT*****		\$97.00

Then \$10.00 **PER** \$1,000 for the remaining value

Add \$7.00 Codes Fee and \$20.00 Base Fee to all Permits

NOTICE: This permit becomes null and void if work or construction authorized is not commenced within 6 months or work or construction is suspended or abandoned for a period of 6 months after work is commenced. Issuance of permit SHALL NOT be held to permit or be an approval of the violation of any town ordinance or state law. This will certify that the above named is in compliance with the State of Tennessee Licensing Act of 1978. PENALTY FEE: If any person commences any work before obtaining the necessary permit, the permit fee shall be doubled.

PERMIT VOID AFTER 6 MONTHS – NOT TRANSFERRABLE
 FOR INSPECTION CALL 457-2310

SIGNATURE OF CONTRACTOR Sign Permit DATE _____ APPROVED BY _____

There will be NO permit fee less than \$52.00