



1307 West Lehigh Street
Bethlehem, PA 18018
610-866-9663 Office
info@keycodes.net
www.keycodes.net

MECHANICAL PERMIT APPLICATION

A _____

Permit # _____

1. **Project Address:** _____ **Date:** _____

2. **Owner:** _____ **Phone #:** _____ **Cell** _____

3. **Store Name:** _____ **Suite #** _____

4. **Address:** _____ **State:** _____ **Zip** _____ **Email** _____

5. **Applicant:** _____ **Phone#** _____ **Cell** _____

6. **Address:** _____ **State:** _____ **Zip** _____ **Email** _____

7. **Contractor Name:** _____ **Phone #** _____

8. **COMMERCIAL** **RESIDENTIAL**

9. **Description of Work:** _____

10. **Project Information:** LIST NUMBER OF UNITS FOR EACH

HEATING UNITS _____ A/C UNITS _____ EXHAUST FANS _____ GAS EQUIPMENT _____

OIL EQUIPMENT _____ PLENUM RETURN YES NO COOKING EXHAUST _____ LAUNDRY _____
(COMMERCIAL ONLY)

OTHER EQUIPMENT _____

A CARBON MONOXIDE DETECTOR IS REQUIRED IF ANY FUEL BURNING EQUIPMENT OR ATTACHED GARAGE(S) - RESIDENTIAL

11. **Plans:** 3 COMPLETE SETS PROFESSIONAL SEAL CODE EDITION _____
(COMMERCIAL ONLY)

12. **Location:** INDICATE THE LOCATION OF ALL HEATING AND COOLING EQUIPMENT ON THE PLANS BEING SUBMITTED.

13. **Applicant Signature:** _____ **Date:** _____

Print Name: _____



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Instructions for Completing Your Permit Application

RESIDENTIAL:

- Select the residential application if your permit is for a one or two family dwelling alteration, addition or new construction project.
- Complete the application and provide three sets of drawings showing the proposed construction.
- Please note that our website www.keycodes.net has specific applications you may want to use for a deck, pool and a few other common residential projects.

COMMERCIAL:

- Select the commercial application for all other alterations, additions or new construction projects.
- Complete the application and provide three sets of drawings showing your proposed construction. Please note that drawings must be prepared and sealed by a design professional registered with the State of Pennsylvania for commercial additions, new construction, structural alterations or changes to the egress for commercial projects.

Submittals shall be reviewed by our plans examiners and once approved will be returned to the municipal official. Approved documents will include a copy which must remain on the jobsite during construction. Also included will be a listing of required inspections and contact information for you so you know how to request your inspections.

Please call our office at 610-866-9663 or email us at info@keycodes.net if you have any questions or need any assistance completing your permit application.