



# MECHANICAL PERMIT APPLICATION

**MILLS COUNTY, IOWA**  
**BUILDING & ZONING DEPARTMENT**  
 403 RAILROAD AVENUE  
 GLENWOOD, IA 51534  
 Phone: (712) 527-4347  
 Fax: (712) 527-4439  
 Website: www.millscoia.us

<b>Receipt Number:</b>	<b>Total Permit Amount:</b>	<b>Permit Number:</b>
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<b>Job Address</b>	<b>Parcel Number</b>
<b>Property Owner</b>	<b>Phone</b>
<b>Property Owners Mailing Address</b>	
<b>Mechanical Contractor</b>	<b>Phone</b>
<b>Contractors Mailing Address</b>	<b>State of Iowa Issued License Number</b>

**Building Type/Use**     Commercial     Residential     Multi-Family     Other \_\_\_\_\_

**Class of Work**     New     Addition     Alteration     Repair     Replacement

**General Description of Work:**

  
  
  

### MECHANICAL PERMIT FEES

QUANTITY	PERMIT ISSUANCE	COST	AMOUNT
01	1. For the issuance of each mechanical permit	\$23.50	\$23.50
	2. For the issuing of each supplemental permit for which the original permit has not expired, been canceled, or finale.	\$ 7.25	

#### UNIT FEE SCHEDULE (The following do not include permit-issuing fee)

	1. For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliances, up to and including 100,000 Btu/h (29.3).	\$14.80	
	For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance over 100,000 Btu/h (29.3).	\$18.20	
	For the installation or relocation of each floor furnace, including vent.	\$14.80	
	For the installation or relocation of each suspended heater, recessed wall heater or floor-mounted unit heater.	\$14.80	
	2. <b>Appliance Vents-</b> For the installation, relocation or replacement of each appliance vent installed and not included in an appliance permit.	\$ 7.25	
	3. <b>Repairs or Additions-</b> For the repair of, alteration of, or addition to each heating appliance, refrigeration unit, cooling unit, absorption unit or each heating, cooling, absorption or evaporative cooling system, including installation of controls regulated by the Mechanical Code.	\$13.70	
	<b>4. Boilers, Compressors and Absorption Systems...</b>		
	For the installation or relocation of each boiler or compressor to and including 3 horsepower (10.6 kW), or each absorption system to and including 100,000 Btu/h (29.3 kW).	\$14.70	
	For the installation or relocation of each boiler or compressor over 3 horsepower (10.6 kW) to and including 15 horsepower (52.7 kW), or each absorption system over 100,000 Btu/h (29.3 kW) to and including 500,000 Btu/h (146.6 kW).	\$27.15	
	For the installation or relocation of each boiler or compressor over 15 horsepower (52.7 kW) to and including 30 horsepower (105.5 kW), or each absorption system over 500,000 Btu/h (146.6 kW) to and including 1,000,000 Btu/h (293.1 kW).	\$37.25	
	For the installation or relocation of each boiler or compressor over 30 horsepower (105.5 kW) to and including 50 horsepower (176 kW), or each absorption system over 1,000,000 Btu/h (293.1 kW) to and including 1,750,000 Btu/h (512.9 kW).	\$55.45	
	For the installation or relocation of each boiler or compressor over 50 horsepower (176 kW), or each absorption system over 1,750,000 Btu/h (512.9 kW).	\$92.65	

(See Back Side for Additional Information)

QUANTITY	PERMIT ISSUANCE (Continued)	COST	AMOUNT
<b>5. Air Handlers</b>			
	For each air-handling unit and including 10,000 cubic feet per minute (cfm) 4719 L/s), including ducts attached thereto ( <i>This fee does not apply to an air-handling unit which is a portion of a factory-assembled appliance, cooling unit, evaporative cooler or absorption unit for which a permit is required elsewhere in the Mechanical Code</i> ).	\$10.65	
	For each air- handling unit over 10,000 cfm (4719L/s).	\$18.10	
	<b>6. Evaporative Coolers</b> – For each evaporative cooler other than portable type.	\$10.65	
<b>7. Ventilation and Exhaust</b>			
	For each ventilation fan connected to a single duct.	\$ 7.25	
	For each appliance ventilation system which is not a portion of any primary heating or air-conditioning system authorized by a permit, such as; Factory built Fire-places, Stoves, Built-in BBQ's and any solid fuel burning equipment or appliance.	\$10.65	
	For the installation of each hood which is served by mechanical exhaust, including the ducts for such hood.	\$10.65	
<b>8. Incinerators</b>			
	For the installation or relocation of each domestic-type incinerator.	\$14.50	
	For the installation or relocation of each commercial or industrial-type incinerator.	\$18.20	
<b>9. Miscellaneous</b>			
	For each appliance or piece of equipment regulated by the Mechanical Code but not classed in other appliance categories, such as; Factory built Fire-places, Stoves, Built-in BBQ's and any solid fuel burning equipment or appliance, or for which their fee is listed in the table.	\$10.65	
		<b>TOTAL AMOUNT</b>	<b>\$</b>

Applicant is responsible for obtaining all other necessary permits or approvals related to the proposed activity, including those that may be required by the State or Federal Government. Applicant will save, indemnify, and keep harmless the County of Mills, Iowa its officers, employees, and agents against all liabilities, judgments cost, and expenses which may accrue against them in consequence of the granting of this permit, inspections, or use of any on-site or off-site improvements placed by virtue hereof, and will in all things strictly comply with all applicable rules, ordinances, and laws. Applicant understands all permit fees are non-refundable except as set forth in section 24.1.74 Refunds of Chapter 24 – Building and Property Maintenance of the Mills County Code of Ordinances. Signature constitutes an attestation by the applicant that application complies with all covenants, conditions, and restrictions.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Issued By: _____	Date: _____
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**INSPECTION IS REQUIRED BEFORE COVER-UP AND AT COMPLETION**

**Inspection Requests:** It shall be the duty of the holder of the building permit or their duly authorized agent to notify the Building & Zoning Department when work is ready for inspection(s).

- Inspections should be scheduled and recorded before 5:00 p.m. the day BEFORE the inspection is requested.
- After Hours, Weekend and Holiday Inspections should be scheduled and the appropriate fee must be paid at least two-days before the required inspection date.
- AM scheduled inspections will be performed from 8:00 a.m. to 12:00 noon.
- PM scheduled inspections will be performed from 12:00 noon to 3:00 p.m.
- Any special requested inspection times will need to be pre-approved by your scheduled Inspector, the day before.

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