

**CITY OF SOUTH PORTLAND – DEPARTMENT OF PLANNING & DEVELOPMENT  
HEATING/HVAC PERMIT APPLICATION**

Application #201 \_\_\_\_\_ PERMIT # 201 \_\_\_\_\_

Application Date: \_\_\_\_\_ Date Permit Issued: \_\_\_\_\_

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/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 \_\_\_\_\_

CHIMNEY:  NEW     OLD     LINED # OF FLUES \_\_\_\_\_ OTHER UNITS ATTACHED? \_\_\_\_\_  DIRECT VENT

**PLEASE CALL (207) 767-7603 X 4 (RICH STELLER, BUILDING INSPECTOR) 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 MILES HASKELL, 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 \_\_\_\_\_

APPROVED BY BUILDING INSPECTOR \_\_\_\_\_ Date \_\_\_\_\_

COPY TO MILES HASKELL, FIRE DEPT, for all multi-family & commercial installations & all woodstoves - Date \_\_\_\_\_

**City of South Portland**  
**Department of Planning & Development**  
496 Ocean St, South Portland, Maine 04106 (delivery address)  
PO Box 9422, South Portland Maine 04116-9422 (U.S. Mail address)  
Phone: (207)767-7603 Fax: (207)767-2197