



## **Mechanical Permit Instructions**

### The Mechanical Permit Form

- Job address is the location of the job site.
- Building or property owner's name, permanent address, city, state, zip code and telephone number.
- Owners authorized agent if applicable. (Can be tenant, lessee, property manager, etc.)
- Contractor, address, city, state, zip code, telephone number and City license number.
- Use of building- choose between, residential or commercial. The name of the General Contractor and the building permit number.
- Class of work- choose between new, addition, alteration or repair. And is there a restaurant in the building?
- Answer the question "will penetrations be made in the fire resistive construction?" If yes, include a plan review.
- Describe work- give a description of all the work you propose to complete.
- Type of fuel- choose between oil, natural gas, or LPG.
- Choose the number and type of equipment.
- Special Conditions, if they exist.
- If you are the contractor for the permit, read the Notice section, sign, print and date.
- Payment of Pitkin County Use Tax, choose one of the three options provided, if you are unsure call Finance Department of Pitkin County and ask for help, 920-5220.
- Print your name and a telephone number where you can be reached when the permit is ready or if there are questions on the right margin of the permit form.