

Portal Entry for a Mechanical AC Unit

NOTE: The permit is not automatically issued. After you submit the application we will review for approval, once approved you will be able to make a payment. After payment is made, we will process and issue the permit. You can check the status of your permit application by returning to the portal.

Step 1 Permit Application – Description and Type

1. Application Type – Mechanical
2. Nature Of work – Auto populates
3. Describe Work – A brief description of the work to be performed including whether the AC unit is a replacement or new installation.
4. Building Use – Choose from the drop down menu
5. Model – Skip
6. Subdivision – Skip
7. Phase – Skip
8. Filing – Skip
9. Number of Stories – Skip
10. Number of Units – Skip
11. Total Sq. Ft. - enter 1
12. Basement Finish - Skip
13. Type of Work ME – Select AC from the drop down menu
14. Owner/Builder – Select No (this is for our homeowner projects)
15. Next Step

Step 2 Permit Type

1. Mechanical and Electrical are already checked
2. Next Step

Step 3 Work Items

1. Electrical Permit
 - a. Check the box adjacent to AC Unit (EL)
2. Mechanical Permit
 - a. Check the box adjacent to AC Unit (MH)
3. Next Step

Step 4 Description of Work

1. Enter the Labor and Material Cost for each work item
2. Next Step

Step 5 Location of Work Being Done

1. Enter the street address for the project.
2. Next Step

Step 6 Contacts

1. The applicant will auto populate using your registration information.
2. Click the Add Business/Contact from address book hyperlink to add a contractor. Select the name from the address book. DO NOT USE THE ADD NEW CONTACT LINK.

NOTE: If you are applying as a contractor you still need to add your company as the Mechanical Contractor even if you are already listed as the Applicant.

3. If the AC unit is a new installation repeat the process above to enter the Electrical Contractor.
4. Next Step

Step 7 Upload Files

1. An Application form is not required to be uploaded. If you do not upload the Application Form you will receive a reminder box, select OK

Step 8 Review and Submit

1. Review your application and make any corrections
2. Read and sign the application using the "Do you agree?" drop down box
3. Complete the Captcha.
4. Submit application

This completes the submittal process.