



PUTNAM COUNTY PLANNING & DEVELOPMENT

117 Putnam Drive, Suite B ♦ Eatonton, GA 31024

Tel: 706-485-2776 ♦ 706-485-0552 fax ♦ www.putnamcountyga.com

Mechanical Permit Application

Complete application packets may be submitted to Pdsubmittals@putnamcountyga.us

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

Owner Information

Permit# 202-

Name:		Phone:
Address:		
City:	State:	Zip Code:
Contact:	Phone:	Email:

Project Location

Name:		Tax Map & Parcel:
Address:		
City:	State:	Zip Code:
Contact:	Phone:	Email:

Contractor Information

Name:		Phone:
Address:		
City:	State:	Zip Code:
Contact:	Phone:	Email:
Georgia License #:	(Provide Copy)	Expiration Date:
Occupational Tax #:	(Provide Copy)	Issuing Jurisdiction:

All contractors must provide a copy of state contractor's license and occupational tax certificate.



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Project Information

Total cost of construction: _____
 (Check all that Apply)

• Grease Hood must be permitted separately

Occupancy Class	Construction Type	Heating System Type	Fuel Type
<input type="checkbox"/> Agricultural <input type="checkbox"/> Assembly <input type="checkbox"/> Business <input type="checkbox"/> Educational <input type="checkbox"/> High Hazard <input type="checkbox"/> Industrial <input type="checkbox"/> Institutional <input type="checkbox"/> Mercantile <input type="checkbox"/> Residential <input type="checkbox"/> Utility/Miscellaneous	<input type="checkbox"/> Air Quality Accessory <input type="checkbox"/> Boiler <input type="checkbox"/> Duct Work Only <input type="checkbox"/> Exhaust System <input type="checkbox"/> Gas Installation <input type="checkbox"/> Grease Hood* <input type="checkbox"/> New Installation <input type="checkbox"/> Replacement <input type="checkbox"/> Ventilation System	<input type="checkbox"/> Split System <input type="checkbox"/> Ductless Split System <input type="checkbox"/> Hybrid Heat Split System <input type="checkbox"/> Geothermal <input type="checkbox"/> Packaged System <input type="checkbox"/> Radiant Heat <input type="checkbox"/> Steam Radiant <input type="checkbox"/> Other _____	<input type="checkbox"/> Electric <input type="checkbox"/> Fuel Oil <input type="checkbox"/> Natural Gas <input type="checkbox"/> Propane <input type="checkbox"/> Solar

Ventilation			Heating and Cooling				
Type	Quantity	CFM	Unit	Tons	Fan CFM	Heat Strip KW	BTU's
Commercial Kitchen Exhaust			1				
Domestic Kitchen Exhaust			2				
Dryer Exhaust			3				
Dust Conveying System			4				
Energy Recovery System			5				
Exhaust Fans			6				
Hazardous Exhaust System			7				
Smoke Control System			8				

Gas			Permit Fee	
Appliance	# of Outlets	Total BTU's	Total	
Boiler			Heat/Cool: _____ Gas: _____ Ventilation: _____ Total: _____	
Clothes Dryer				
Cooking Appliance				
Fire Logs				
Heating Equipment				
Incinerator or Crematory				
Gas Fired Machinery				
Other Gas Fired Appliance				
Pool or Spa Heater				
Sauna Heater				
Water Heater				



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Work must be commenced within 6 months of insurance and not be abandoned in excess of 6 months. If plans are altered or additional work is done, an amended permit must be purchased.

Read Before Signing

I hereby certify that all information in this application is correct and all work will comply with the all the codes adopted by the State of Georgia and Putnam County, and all applicable Federal, State and Local Laws, Ordinances and Regulations. The Putnam County Planning & Development Office will be notified and receive any changes to the approved plans and specifications for said permit.

Applicant: Owner Architect/Engineer Contractor Other: _____

Applicant (Neatly Print) : _____

Applicant Signature: _____ **Date:** _____

Office Use Only

Fees: _____ **Check#:** _____ **Credit Card:** _____ **Cash:** _____

Plans Checked By: _____ **Approved By:** _____ **Date:** _____

Comments: _____

Mechanical Permit	
Heating & Cooling	\$30.00 per ton for new construction \$45.00 for system replacement
Gas	\$35.00 for 1-5 outlets \$5 for each additional outlet
Ventilation	\$40.00 per system
Modular Fee	\$30 per ton of air conditional equipment and 20,000 BTU of heat equipment (\$400.00 maximum per building)



State Licensing Board for Residential and General Contractors

The Authorized Permit Agent form may be used by a licensed contractor to designate an individual to obtain permit(s) on his/her behalf for a project(s). The contractor should submit an Authorized Permit Agent Form for each project that he/she designates an individual to pull permits for. The form is to be given to the permit office in the city or county in which the project is located. Do not send a copy of this form to the Board office unless you are requested to do so.



State Licensing Board for
Residential and General Contractors

Authorized Permit Agent Form

License verification by permitting office should be completed by visiting sos.ga.gov/plb/

Licensed Contractor: _____ Individual _____ Qualifying Agent

Name of licensed person _____

*Please attach a copy of Individual license or Company License (Reflects company and qualifying agent license number)

License number of individual or qualifying agent: _____

Name of licensed company (if applicable) _____

License number of company (if applicable): _____

I, _____, hereby designate
Licensed Individual or Qualifying Agent

_____ to apply for and obtain the permit(s) for the
*Please attach a copy of the authorized permit agent's driver's license.

project at:

Street address

Apartment or Suite Number

City

Zip Code

I, the undersigned, being the contractor as either an individual or a qualifying agent, do hereby affirm and swear, under oath, that all information on this form and on accompanying documents are true and correct.

Signature of individual or qualifying agent _____

State of _____ County of _____

Subscribed and sworn to before me this _____ day of _____ 20__

Signature of Notary Public _____

(Seal)