



**The City of Snellville**  
 Department of Planning & Development  
 2342 Oak Road, 2<sup>nd</sup> Floor  
 Snellville, GA 30078  
[www.snellville.org](http://www.snellville.org)

(770) 985-3513  
 (770) 985-3514

**APPLICATION FOR HEATING & AIR CONDITIONING PERMIT**

**MUST SUBMIT BY MAIL OR IN PERSON**

DATE: \_\_\_\_\_ PERMIT # \_\_\_\_\_

Permit for:  NEW INSTALLATION  REPLACEMENT  REPAIR

ADDRESS OF JOB \_\_\_\_\_  
 (Please print or type)

*For City of Snellville Use: ADDRESS VERIFIED TO BE IN CITY LIMITS: \_\_\_\_\_*

SUBDIVISION/LOT/BLOCK \_\_\_\_\_

OWNER \_\_\_\_\_ PHONE \_\_\_\_\_

HVAC CONTRACTOR \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_

Contact Person \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_

**WORK TO BE PERFORMED**

1. No. of Heating Units: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_  
 BTU: \_\_\_\_\_ Heat Loss: \_\_\_\_\_ CFM: \_\_\_\_\_  
 Note: Minimum four (4) air changes per hour for warm air systems required. All AGA approved equipment use type B or C flues. All Other use type A flues.
2. No. of Refrigeration units: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_  
 Tons: \_\_\_\_\_ Heat Gain: \_\_\_\_\_ CFM: \_\_\_\_\_ Static Ext. Coils: \_\_\_\_\_
3. \*No. of Grease Hoods: \_\_\_\_\_ Square Feet: \_\_\_\_\_ CMF required: \_\_\_\_\_  
 \*Permit must be accompanied by plans for any grease hood stamped by the Gwinnett County Fire Marshal. Fire inspection required.
4. Gas Pipe: \_\_\_\_\_ Total BTU of Concealed Pipe: \_\_\_\_\_
5. No. of Manufactured Fireplace Vents: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_
6. Other (Please Specify): \_\_\_\_\_

TOTAL PERMIT FEE \$ \_\_\_\_\_  
 (Make check payable to City of Snellville)

**MINIMUM PERMIT FEE IS \$50.00 PER INSPECTION**

I understand that the City of Snellville requires plans on commercial buildings using other than residential heating and cooling equipment only. A permit shall be secured from the Department of Planning and Development prior to the commencement of any tear-out or heating, ventilating, or air conditioning work. Upon job completion, please call the Department of Planning and Development (770-985-3513) to arrange for a next-day inspection by the City Building Inspector. I certify that all the above statements are true and that all work performed shall meet National, State, and Local code requirements. Fire Safety must be maintained at all times. Paid permit application shall serve as City of Snellville Heating & Air Conditioning Permit.

**PLEASE ATTACH A CURRENT COPY OF YOUR OCCUPATION TAX/BUSINESS LICENSE, PROFESSIONAL AND DRIVER'S LICENSES.**

APPLICANT (PRINT NAME) \_\_\_\_\_

CONTRACTOR SIGNATURE \_\_\_\_\_

STATE LICENSE CARD # \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

BUSINESS LICENSE # \_\_\_\_\_ CITY/COUNTY \_\_\_\_\_ EXP. DATE \_\_\_\_\_

The issuance of this permit authorizes improvements of the real property designated herein which improvements may subject such property to mechanics' and materialmen's liens pursuant to Part 3 of Article 8 of Chapter 14 of Title 44 of the Official Code of Georgia Annotated. In order to protect any interest in such property and to avoid encumbrances thereon, the owner or any person with an interest in such property should consider contacting an attorney or purchasing a consumer's guide to the lien laws which may be available at building supply home centers.