



Charles County Department of Planning and Growth Management
 Codes, Permits and Inspections Services Division
 P.O. Box 2150, 200 Baltimore Street, La Plata, MD 20646
 (301) 645 – 0692 or (301) 870 – 3935 Fax: (301) 645 – 0575

www.charlescounty.org

Inspections – (301) 870 – 8710 or (301) 645 – 3302

Fax: (301) 885 – 2400

Mechanical Permit No. _____
 Building Permit No. _____
 Property No. _____
 Date Issued _____

MECHANICAL PERMIT APPLICATION

Mechanical Contractor	Property Owner
Company Name (T/A)	Name
Company Address	Address
E-Mail Address	E-Mail Address
Phone No.	Phone No.
License No.	
Signature of Master HVAC Cont.	
Printed Name	
Job Address (Include ADC Map Coordinates and Subdivision)	

Please Indicate requested inspections :

Inspections:	Underground <input type="checkbox"/>	Rough – In <input type="checkbox"/>	Final <input type="checkbox"/>
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Equipment to be Installed (Provide number and B.T.U./Tonnage rating where applicable)

Heat Pumps _____/_____
 Air Handlers _____/_____
 Gas Fired Heat _____/_____
 Oil Fired Heat _____/_____

A/C Equipment Units _____/_____
 Geo-Thermal Equipment _____/_____
 Gas Fired Appliances _____/_____
 Oil Fired Appliances _____/_____

Total B.T.U. Rating (All Equip.) _____

Total Tonnage Rating (All Equip.) _____

Please check the appropriate box.

Residential	Commercial
<input type="checkbox"/>	<input type="checkbox"/>

Commercial Permit Applications will require the submittal of both a Manual 'J' and Manual 'S' or a Commercial Check Compliance certification that is signed and sealed by a Maryland registered engineer. For Residential Mechanical permits, the required Manual 'J' or a signed and sealed Residential Check Compliance certification shall be provided to the field inspector.

For Office Use Only

Application Fee	
Inspection Fee	
Total Fee	
Name on Check	
Permit Staff Initials	

Treasurer Validation

