



Loudoun County  
 Department of Building & Development  
 1 Harrison Street S.E., P.O. Box 7000, Leesburg, VA 20177-7000  
 (703) 777-0220 [www.loudoun.gov/buildingpermits](http://www.loudoun.gov/buildingpermits)

**Mechanical Permit Application**  
 I am applying for a (select one)  
 Commercial Permit  Residential Permit

Print Name of Owner/Lessee (Last Name First) or Company Name \_\_\_\_\_ Owner/Lessee's Phone Number \_\_\_\_\_

Address of Owner or Lessee \_\_\_\_\_ City of Owner or Lessee \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Building Permit No. (If applicable) \_\_\_\_\_

Address (Job Location Address) \_\_\_\_\_ Suite/Unit # \_\_\_\_\_ Lot # \_\_\_\_\_

City (Job Location Address) \_\_\_\_\_ **VA** State \_\_\_\_\_ Zip Code \_\_\_\_\_ MCPI Or (PIN) Number \_\_\_\_\_

**B**  
 Building Permit No. (If applicable) \_\_\_\_\_  
**OFFICIAL USE ONLY**  
 LMIS ID \_\_\_\_\_  
 M: \_\_\_\_\_

Contact Person's Name (Person To Be Called When Ready Or For Questions) \_\_\_\_\_ Contact's Phone Number \_\_\_\_\_ Contact's Email Address \_\_\_\_\_

**CONTRACTOR INFORMATION**

Company Name \_\_\_\_\_ Phone Number \_\_\_\_\_ Virginia State License Number \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Expiration Date \_\_\_\_\_ License Type  A  B  C

**CONSTRUCTION TYPE**  NEW  ADDITION  ALTERATION **IS THIS PERMIT FOR DUCTWORK ONLY**  YES  NO

**HEAT PUMPS**  
 UNIT(S) # \_\_\_\_\_ TONS \_\_\_\_\_ KW'S \_\_\_\_\_ UNIT(S) # \_\_\_\_\_ TONS \_\_\_\_\_ KW'S \_\_\_\_\_  
 UNIT(S) # \_\_\_\_\_ TONS \_\_\_\_\_ KW'S \_\_\_\_\_ UNIT(S) # \_\_\_\_\_ TONS \_\_\_\_\_ KW'S \_\_\_\_\_

**FURNACES OR BOILERS**  GAS  OIL BTU'S \_\_\_\_\_  GAS  OIL BTU'S \_\_\_\_\_  GAS  OIL BTU'S \_\_\_\_\_  
 GAS  OIL BTU'S \_\_\_\_\_  GAS  OIL BTU'S \_\_\_\_\_  GAS  OIL BTU'S \_\_\_\_\_

**A/C UNITS**  
 UNIT(S) # \_\_\_\_\_ TONS \_\_\_\_\_ UNIT(S) # \_\_\_\_\_ TONS \_\_\_\_\_ UNIT(S) # \_\_\_\_\_ TONS \_\_\_\_\_  
 UNIT(S) # \_\_\_\_\_ TONS \_\_\_\_\_ UNIT(S) # \_\_\_\_\_ TONS \_\_\_\_\_ UNIT(S) # \_\_\_\_\_ TONS \_\_\_\_\_

**ROOF TOPS**  
 UNIT(S) # \_\_\_\_\_ TONS \_\_\_\_\_ BTU'S \_\_\_\_\_ UNIT(S) # \_\_\_\_\_ TONS \_\_\_\_\_ BTU'S \_\_\_\_\_  
 UNIT(S) # \_\_\_\_\_ TONS \_\_\_\_\_ BTU'S \_\_\_\_\_ UNIT(S) # \_\_\_\_\_ TONS \_\_\_\_\_ BTU'S \_\_\_\_\_

**EXHAUST HOODS/ QUANTITY** KITCHEN \_\_\_\_\_ FUME/HAZARDOUS EXHAUST \_\_\_\_\_ PAINT BOOTH \_\_\_\_\_ BATHROOM FANS \_\_\_\_\_

**FUEL TANKS** UNIT(S) # \_\_\_\_\_  ABOVE GROUND  BELOW GROUND  GASOLINE TANK  OIL TANK # GALLONS \_\_\_\_\_  
 UNIT(S) # \_\_\_\_\_  ABOVE GROUND  BELOW GROUND  GASOLINE TANK  OIL TANK # GALLONS \_\_\_\_\_

**REFRIGERATION** UNIT(S) # \_\_\_\_\_ TONS \_\_\_\_\_ UNIT(S) # \_\_\_\_\_ TONS \_\_\_\_\_ UNIT(S) # \_\_\_\_\_ TONS \_\_\_\_\_ UNIT(S) # \_\_\_\_\_ TONS \_\_\_\_\_

**CHILLERS** UNIT(S) # \_\_\_\_\_ TONS \_\_\_\_\_ UNIT(S) # \_\_\_\_\_ TONS \_\_\_\_\_ UNIT(S) # \_\_\_\_\_ TONS \_\_\_\_\_ UNIT(S) # \_\_\_\_\_ TONS \_\_\_\_\_

**VENTILATION/QUANTITY** FIRE DAMPERS \_\_\_\_\_ FIREPLACE FLUES \_\_\_\_\_ B VENTS \_\_\_\_\_ VAV BOXES \_\_\_\_\_

DESCRIBE OTHER(S) OR PROVIDE COMMENTS: \_\_\_\_\_

**PLANS MAY BE REQUIRED**

*I hereby certify that I have authority to make this permit application, the information is complete and correct, and the proposed work will conform to the Virginia Uniform Statewide Building Code and other applicable laws and regulations which apply to the property.*

SIGNATURE OF APPLICANT \_\_\_\_\_ TOTAL FEE (OFFICE USE ONLY) \_\_\_\_\_

**OFFICE USE ONLY**  
 INITIALS OF PLAN REVIEWER \_\_\_\_\_  APPROVED  REJECTED DATE APPROVED \_\_\_\_\_