

# Department of Planning & Community Development

@ Jefferson Station

1526 E. Forrest Avenue Suite 100 East Point, GA 30344



The City of  
East Point  
Georgia

404.270.7212 (Phone)

404.765.2784 (Fax)

[www.eastpointcity.org](http://www.eastpointcity.org)

Application Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## APPLICATION FOR HVAC / MECHANICAL PERMIT

Commercial     Residential  
INSTALL \_\_\_ REPAIR \_\_\_ REPLACE \_\_\_

HVAC/MECHANICAL PERMIT \_\_\_\_\_

BUILDING PERMIT NO. \_\_\_\_\_

This application is **NOT** a permit until fees are received and processed.

Any work prior to permit issuance is prohibited.

**Please download and complete the Code Compliance Bond for a Tradesmen or Waiver Letter**

### FEES ARE NON-REFUNDABLE

ADDRESS OF JOB		LOT NO.	
CONTRACTOR'S COMPANY NAME		PROPERTY OWNER NAME	
ADDRESS	TELEPHONE NO.	ADDRESS	TELEPHONE NO.
CITY	STATE    ZIP CODE	CITY	STATE    ZIP CODE
BUSINESS LICENSE NO.		STATE CARD NO.	

*THIS IS TO CERTIFY THAT I WILL PERSONALLY SUPERVISE THIS INSTALLATION*

OWNER/CONTRACTOR SIGNATURE \_\_\_\_\_

PLEASE PRINT \_\_\_\_\_

### FEE PLUS FIXTURE COST

QT	FIXTURE DESCRIPTION	FEES	COST	QT	FIXTURE DESCRIPTION	FEES	COST	QT	FIXTURE DESCRIPTION	FEES	COST
<b>GAS PIPING (Cubic Feet)</b>				<b>HVAC – AIR CONDITIONING (TONS)</b>				<b>HVAC – HEATING (BTU)</b>			
	0 – 200	5.00		2		5.00		1	79 79K	6.00	
	201 – 275	6.00		3		9.00		80K – 101K	8.00		
	276 – 345	7.00		4		12.00		102K – 126K	10.00		
	346 – 550	8.00		5		16.00		127K – 154K	11.00		
	551 – 1,000	10.00		6		19.00		155K – 85K	12.00		
	1,001 – 1,750	15.00		7.5		25.00		186K – 218K	14.00		
	1,751 – 5,000	20.00		8		27.00		219K – 255K	16.00		
	5,001 – 7,500	25.00		10		30.00		256K – 295K	17.00		
	7,501 – 10,000	30.00		15		40.00		296K – 385K	19.00		
	10,001 – 22,000	35.00		20		50.00		386K – 485K	22.00		
	22,001 – 45,000	45.00		25		58.00		486K – 600K	26.00		
	45,001 – 60,000	55.00		30		63.00		601K – 725K	29.00		
	60,101 – 100K	65.00		40		78.00		726K – 860K	35.00		
	> 100K	75.00		50		90.00		861K – 1,270K	40.00		
<b>GREASE HOODS (SQFT)</b>								1,751K – 2,610K	55.00		
	10	6.00		75		115.00		2,611K – 2,980k	65.00		
	15	8.00		100		138.00		2,981K – 3,700K	68.00		
	20	10.00		125		157.00		3,701K – 4,500K	75.00		
	25	12.00		150		175.00		4,501K – 5,210K	83.00		
	45	14.00		200		208.00		5,211K – 6,410K	90.00		
	80	20.00		200 (+ .60 ea)		0.60		6,411K – 7,500K	98.00		
	100	25.00		<b>VENT HOODS (K)</b>				10,001K – 11,300K	120.00		
	>100	30.00		0 – 90		4.00		11,301K – 12,700K	128.00		
<b>MOTORS – VENTILATION FANS (HP)</b>								12,701K – 14,300K	135.00		
	0 – 1/4	1.00		125 – 165		6.00		14,301K – 15,900K	144.00		
	1/3	2.00		165 – 275		7.00		15,901K – 17,500K	150.00		
	3/4	3.00		275 – 345		8.00		17,501K & up/BTU	0.45		
	1	4.00		345 – 515		9.00					
	1.5	7.00		515 – 730		11.00					
	2	9.00		730 – 1,000,000		12.00					
	3	14.00									
	5	19.00									
	7.5	26.00									
	10	32.00									
	15	40.00									
	20	50.00									
	25	55.00									
	30	62.00									
	40	75.00									
	50	85.00									
<b>Total Column 1</b>				<b>Total Column 2</b>				<b>Total Column 3</b>			
								<b>Total Column 2</b>			
								<b>Total Column 1</b>			
								<b>Base Fee</b>			
								<b>75.00</b>			

Click on this link to obtain a copy of this form from our website:

[www.eastpointcity.org](http://www.eastpointcity.org), select **Planning & Community Development Department**. Acceptable Forms of Payment: Cash/Credit Card/ATM Card/ Cashier's Check/Business Checks or Money Order – PAYABLE TO THE CITY OF EAST POINT & MAIL TO ABOVE ADDRESS

**NO PERSONAL CHECKS**

**TOTAL ALL FEES**

JOB / CONTRACTOR

FEES

CITY OF EAST POINT

STATE OF GEORGIA

TRADESMEN

Principals Address: \_\_\_\_\_

Bond Number: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**KNOW ALL MEN BY THESE PRESENTS:**

That we \_\_\_\_\_ as Principal, and

\_\_\_\_\_ as Surety, Incorporated in the State of \_\_\_\_\_, and duly licensed to act as Surety in the State of Georgia, are held and firmly bound unto East Point, Georgia, in the just sum of TEN THOUSAND AND NO/100 (\$10,000) DOLLARS, for payment of which, well and truly to be made, we bind ourselves, our successors and assign, each and every one of them, jointly and severally, firmly by these presents.

It is further understood and agreed that this bond is continuous and covers all construction done by the Principal, his Agents, or employees. Principal warrants that no construction has occurred prior to the enactment of this bond on work this bond covers. This bond is effective beginning on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

The condition of the above obligation is such that:

Whereas, the above bound Principal has made application to East Point as a contractor in accordance with the rules and regulations governing contractors in East Point, Georgia; and:

It is a condition of this bond that the said Principal is to comply with all of the requirements and provisions of the building and other codes of East Point and to correct any code violations discovered during construction and for a period of one (1) year from the date of final inspection; excepting routine maintenance, abuse, modification, and normal wear and tear. A further condition of this obligation is that if the Principal fails to correct any such code violations in accordance with East Point's Code Compliance Bond Ordinance, then the surety shall remedy the default within forty-five (45) days of notification by the city to do so. It is a further condition of these obligations that the Principal and Surety shall both be subject to suit, jointly and severally, by action by East Point, if in the discretion of the Chief Building Official of East Point it has been determined that said Principal has violated the building or other codes of East Point, or any provision thereof, for the purpose of requiring the necessary expenditure of funds to correct said violations on the part of said Principal, his Agents, or employees. Said Principal is hereby bound under said bond to faithfully perform all of his duties as such Principal and Contractor in compliance with the Building Code of East Point, and all other ordinances of East Point relating to buildings and the construction thereof.

Now should the said Principal faithfully perform all and singular his duties as a contractor during the term for which he has been licensed, and upon the terms required by the codes of East Point and by this bond, then the above bond is to be void; else to be of full force and effect.

Provided, further, that regardless of the number of years this bond shall continue or be continued in force and of the number of premiums that shall be payable or paid, the Surety shall not be liable hereunder for a larger amount, in the aggregate, than the amount of this bond; and

Provided, further, that if the Surety shall so elect, this bond may be canceled by the Surety as to subsequent liability by giving thirty (30) days notice in writing to said Principal and the Chief Building Official of the Planning and Community Development Department of East Point. Subsequent liability shall mean liability for jobs that have not been permitted or begun at the time of termination.

Signed, sealed and dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Agent

\_\_\_\_\_  
Surety

By: \_\_\_\_\_

\_\_\_\_\_  
Contractor & Principal





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### Code Compliance Bond Indemnification

The homeowner, individual or other entity who shall make contracts for the erection, construction or repair of buildings for which a permit is required, hereby agrees to indemnify and hold harmless the City of East Point and the general contractor, electrical contractor, plumbing contractor or HVAC contractor against any and all liability, claims, suits, losses, costs and legal fees caused by, arising out of, or resulting from any negligent act or omission of the general contractor, electrical contractor, plumbing contractor or HVAC contractor in the performance and/or failure to perform including the negligent acts or omission of any general contractor, electrical contractor, plumbing contractor or HVAC contractor or any direct or indirect employees of the general contractor, electrical contractor, plumbing contractor or HVAC contractor.

\_\_\_\_\_  
Print Name Signature

\_\_\_\_\_  
Property Location

\_\_\_\_\_  
Notary Public Commission Expires

(SEAL)

Code Compliance Bond

Waiver Letter

\_\_\_\_\_  
Date

Department of Planning & Community Development  
1526 East Forrest Avenue – Suite 100  
East Point, Georgia 30344

Dear Sir:

My name is \_\_\_\_\_ and I am  
(Property Owner's Name)

writing to waive the requirement that \_\_\_\_\_  
(Company Name)

obtain a Code Compliance Bond for the purpose of permitting, to perform work on my property located at  
\_\_\_\_\_  
(Address)

Please see contact information below.

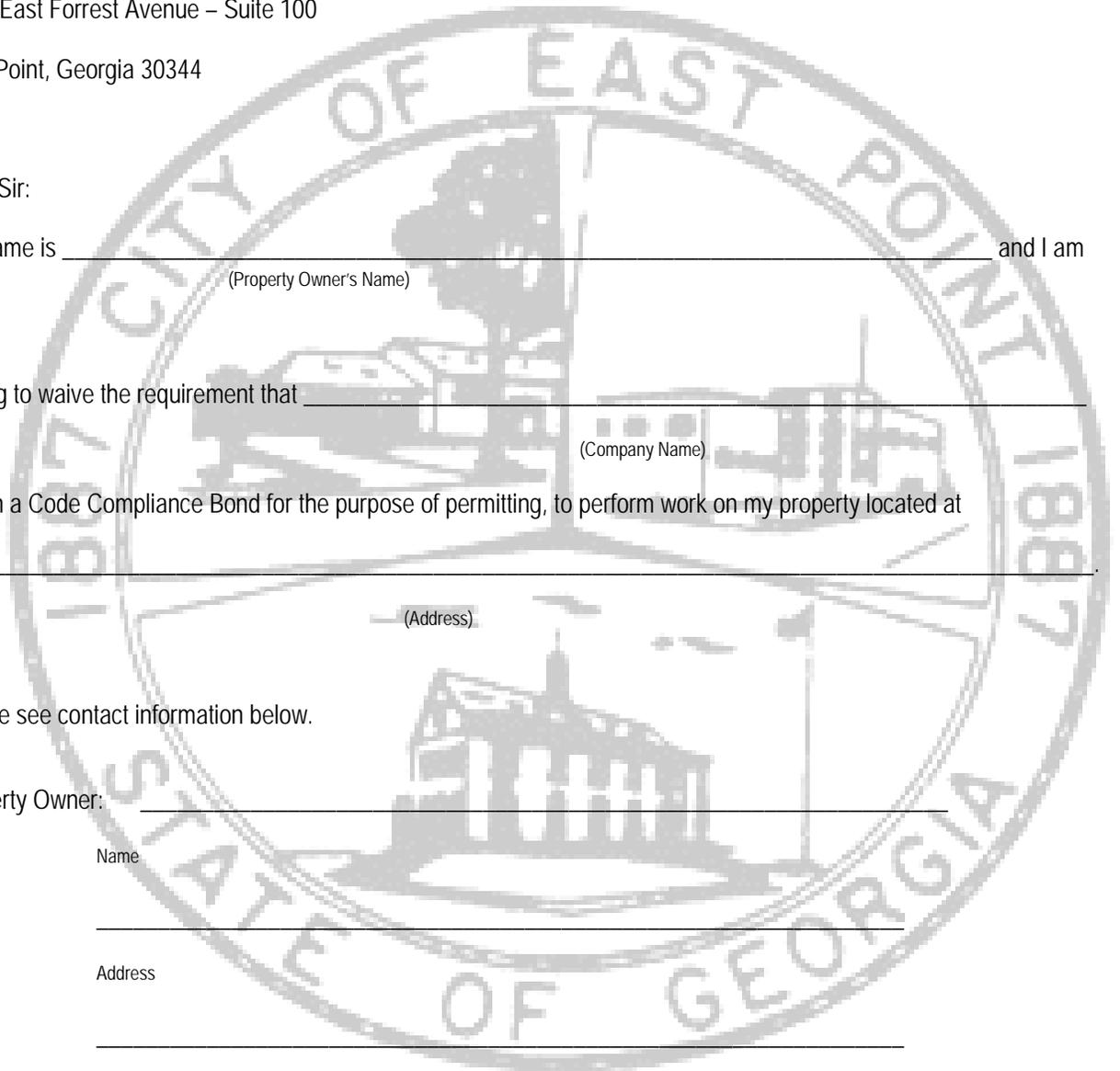
Property Owner: \_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Alternate Phone Number



Contractor: \_\_\_\_\_

Company Name

\_\_\_\_\_

Owner Name

\_\_\_\_\_

Address

\_\_\_\_\_

City, State, Zip Code

\_\_\_\_\_

Phone Number

Alternate Phone Number

Scope of Work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Estimated Cost: \$ \_\_\_\_\_

Print Name (property owner)

Signature (property owner)

Date

Notary Public

Commission Expires

(SEAL)