

APPLICATION INSTRUCTIONS

- 1. Project Number:** Determine if a project number exists for this address. If plans have been submitted for approval, or a structural permit exists, a project number will be required in order to obtain the BOILER permit. Check with the builder or general contractor to determine the status of plans and building permit. If no project number pre-exists, and the only work to be performed on the site is BOILER work, write "SINGLE TRADE" in the project number box on this application.
- 2. Job Address:** The job address must include space or lease numbers (if any) and the zip code. Key map books usually contain a ZIP code map. (See the last page of the key map, fold out section.)
- 3. Applicant:** Enter the applicant's name, company and address.

NOTE: A license is not required to obtain a boiler permit.
- 4. Occupancy and Construction Type:** Indicate, by checking the appropriate box in the left hand block, the use, or type of occupancy of the job site building. In the right hand block, check the appropriate box for the nature of the work being performed on the site. Indicate if this permit is for a boiler installation or repair.
- 5. Describe Work:** Provide a brief description of the work you will perform under this permit.

INSTALL NEW 75 HP BOILER
- 6. Fee Calculation:** Column "I" should indicate the BASIC nature of work to be performed under this permit. Place an "X" on the box next to the description that best represents the basic nature of the work intended. NEXT, enter either the total (contract) price for the work to be installed under this permit, OR the total Horse-power as indicated in the box to the right (column "II"). These entries will establish the fee calculation used by the computer.
- 7. Applicant's Signature:** The applicant must sign the application.
- 9. Print Applicant's Name:** Print applicant's name in this box.