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**Mechanical Permit Application**

Development Services | Permitting & Inspections  
 433 Hay Street Fayetteville, NC 28301  
 Phone (910) 433-1707 Fax (910) 433-1588

**Failure to completely fill out this form may cause non-issuance or increased fees. Work not specified on permit and done is subject to increased penalty fees.**

<b>Street Address:</b>
<b>City/State/Zip Code:</b>
<b>PIN/REID number:</b>
<b>E-Development Project Number:</b>

<b>Contractor Name:</b>	<b>Telephone #:</b>
<b>Street Address:</b>	<b>E-mail Address:</b>
<b>City/State/Zip Code:</b>	
<b>NC Contractors License #:</b>	
<b>Qualifier's Name:</b>	

Property owners who are applying for a building permit must submit the OWNER'S AFFIDAVIT with this application if the total cost of the project is \$40,000 or more; or applying for a mechanical, electrical, and/or plumbing permit.

Check all that apply:

**Gas Lines:** Check all that apply. **Please check which applies if you are installing gas piping**

<input type="checkbox"/> Low Pressure (less than 2 psi.)	<input type="checkbox"/> 2 psi - 4 psi	<input type="checkbox"/> 5 psi – 10 psi	<input type="checkbox"/> Other:	<input type="checkbox"/> Natural Gas	<input type="checkbox"/> L.P.	<input type="checkbox"/> Oil	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Copper Tubing	<input type="checkbox"/> Schedule 40 Metallic Pipe	<input type="checkbox"/> C.S.S.T.	<input type="checkbox"/> Other:				

**Appliances:** Check all that apply and how many. **If this is a HVAC replacement only, please use the Residential/ Commercial HVAC & Water Heater Only application**

<input type="checkbox"/> Heat Pump { package / split } #:	<input type="checkbox"/> Gas Water Heater #:
<input type="checkbox"/> Furnace / Gas PKG Unit #:	<input type="checkbox"/> Gas Clothes Dryer #:
<input type="checkbox"/> Manufactured Fireplace / Wood Stove #:	<input type="checkbox"/> Commercial Refrigeration Unit #:
<input type="checkbox"/> Condensing Unit Only #:	<input type="checkbox"/> Exhaust Fans / Intake Fans #:
<input type="checkbox"/> A/C Coil Only #:	<input type="checkbox"/> Other:
<input type="checkbox"/> Chiller / Cooling Tower #:	<input type="checkbox"/> Other:
<input type="checkbox"/> Other:	<input type="checkbox"/> Other:

**Cooking Appliances** Check all that apply and how many **Please check which applies**

<input type="checkbox"/> Oven #:	<input type="checkbox"/> Griddle #:	<input type="checkbox"/> Smokers #:
<input type="checkbox"/> Steam Kettles #:	<input type="checkbox"/> Fryers #:	<input type="checkbox"/> Other:
<input type="checkbox"/> Pasta Cooker #:	<input type="checkbox"/> Conveyer Oven #:	<input type="checkbox"/> Other:
<input type="checkbox"/> Steamers #:	<input type="checkbox"/> Rotisseries #:	<input type="checkbox"/> Other:
<input type="checkbox"/> Cheese Melter #:	<input type="checkbox"/> Broiler #:	<input type="checkbox"/> Other:
<input type="checkbox"/> Range #:	<input type="checkbox"/> Wok Range #:	<input type="checkbox"/> Other:



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**Equipment:** Check all that apply and how many **Please check which applies**

<input type="checkbox"/> Ductwork Only #:	<input type="checkbox"/> Cooking Hood system #:
<input type="checkbox"/> Duct Insulation Only #:	<input type="checkbox"/> Hydronic Piping #:
<input type="checkbox"/> Flue / Vent Piping Only #:	<input type="checkbox"/> Hydrogen Fuel Cells #:
<input type="checkbox"/> Refrigeration Piping Only #:	<input type="checkbox"/> Condensate Piping Only #:
<input type="checkbox"/> Clothes Dryer Vent Piping #:	<input type="checkbox"/> Other:
<input type="checkbox"/> Other:	<input type="checkbox"/> Other:
<input type="checkbox"/> Other:	<input type="checkbox"/> Other:

Describe work to be performed: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Permit Expiration:** The permit will expire if no inspection occurs within the first six (6) months, for each trade, from the date the permit was issued. If an inspection has been done, the permit will expire 12 months from the date of the inspection.  
*I hereby certify that under penalty of perjury, that all information in this application is correct and all work will comply with the NC State Technical Building Codes and all other applicable state and local laws, ordinances, and regulations. I acknowledge that I must notify the City of Fayetteville's Permitting & Inspections Division of any changes in the approved plans and specification for the project permitted herein.*

\_\_\_\_\_  
 Signature of Contractor/ Owner/ Agent

\_\_\_\_\_  
 Printed Name

\_\_\_\_\_  
 Date

**Process:**

This application is for use with the E-Development Portal only. When your plans/ application is approved in the portal, the post-approval upload function becomes available. Use this function to upload permit applications. If other contractors are part of your project, you must use the invite contacts function on the project page to allow them access to the project using the e-mail they made the account with. **The City of Fayetteville cannot grant access to anyone for your project.** The contractor must have an account with the E-Development portal to upload applications and request inspections. E-mails are sent when the application is ready for payment and can be made through the portal.

Information is sent via e-mail so ensure that “City of Fayetteville. noreply@idtplans.com” is white-listed for your e-mail provider. Please check if e-mails are in spam or junk folders. Any e-mail that is non-deliverable automatically deactivates your account.

When the permit is issued, you can request an inspection through the project page using the inspections function.

All permits, inspection results, Certificate of Occupancy/ Compliance, payment receipts, etc. are found on the project page for you to print for your records if you so choose.

To view the user guide and other information, please visit: <https://www.fayettevillenc.gov/city-services/development-services/permitting-inspections>

No building permit issued under Article 9 or 9C of Chapter 143 of the General Statutes is required for any construction, installation, repair, replacement, or alteration performed in accordance with the current edition of the North Carolina State Building Code costing forty thousand dollars (\$40,000) or less in any single-family residence, farm building, or commercial building **unless** the work involves any of the following:

- (1) The addition, repair, or replacement of load-bearing structures. However, no permit is required for replacement of windows, doors, exterior siding, or the pickets, railings, stair treads, and decking of porches and exterior decks that otherwise meet the requirements of this subsection.
- (2) The addition or change in the design of plumbing. However, no permit is required for replacements otherwise meeting the requirements of this subsection that do not change size or capacity and installed by a North Carolina Licensed Plumbing Contractor.
- (3) The addition, replacement, or change in the design of heating, air-conditioning, or electrical wiring, devices, appliances, or equipment, other than like-kind replacement of electrical devices and lighting fixtures.
- (4) The use of materials not permitted by the North Carolina State Building Code.
- (5) The addition (excluding replacement) of roofing.
- (6) Any changes to which the North Carolina Fire Prevention Code applies.



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