

# HVAC Permit Application

Tax Key # \_\_\_\_\_

☐ Commercial ☐ Residential



Permit # \_\_\_\_\_

Date of Issuance: \_\_\_\_\_

Date of Expiration: \_\_\_\_\_

Property Address: \_\_\_\_\_

| Owner Information   |              | Contractor Information     |              |
|---|--------------|----------------------------|--------------|
| Name: _____   |              | Contractor: _____          |              |
| Phone: _____  | Email: _____ | Phone: _____               | Email: _____ |
| Mailing address: _____  |              | Address: _____             |              |
| If owner-completed work, write SELF for contractor and complete the Cautionary Statement Form |              | WI Contractor Lic #: _____ |              |
|   |              | Expiration: _____          |              |

**Inspection Required:** ☐ Rough ☐ Final **Project Type:** ☐ New ☐ Replacement ☐ Repair ☐ Ductwork  
**Project:** ☐ Furnace ☐ Boiler ☐ A/C ☐ Fireplace ☐ Wall Unit ☐ Air Handler/HRU ☐ RTU ☐ Wall Unit  
**Energy Source:** ☐ Natural Gas ☐ Fuel Oil ☐ Electric ☐ Solid Fuel ☐ Other \_\_\_\_\_  
**Vent To:** ☐ Direct Vent (PVC) ☐ "B" Vent ☐ "A" Vent ☐ Factory Built ☐ Chimney (masonry) ☐ Other \_\_\_\_\_

**Any work beginning prior to permit issuance will be charged a quadruple permit fee. Permit renewal prior to expiration may be requested at one half the original permit fee. If this permit expires without a FINAL inspection, new permit fees will apply.**

| HVAC COMPONENTS All permits require base fee of \$75   |          |                                     |           |
|--|----------|-------------------------------------|-----------|
| Items  | Quantity | Price/Unit                          | Total Fee |
| Base Fee   | 1        | \$75.00                             | \$75.00   |
| Heating up to 150,000 BTU Input - _____ BTU *(Replacement base only)<br>Each additional 50,000 BTU above 150,000 Input or Fraction |          | \$65 per unit<br>\$18.00 per 50,000 |           |
| Fireplace/ Woodstove*  |          | \$65 per unit                       |           |
| Air to Air Heat Recovery Unit (ERV or HRV)*  |          | \$65 per unit                       |           |
| Air Conditioning Unit Residential*   |          | \$65 per unit                       |           |
| Residential Conditioned Floor Area (CFA)   |          | .05 cents per SF                    |           |
| Air Conditioning Unit Commercial*<br>Additional fee per ton of cooling over 3 tons   |          | \$65 per unit<br>\$20               |           |
| Commercial Conditioned Floor Area (CFA)  |          | .055 cents per SF                   |           |
| Commercial Exhaust Hoods and Systems *   |          | \$125 per system                    |           |
| Duct Work (includes new and alterations)   |          | \$65 per system                     |           |
| Gas Supply Piping (New, Repair, Extended)  |          | \$65 per system                     |           |
| Commercial Equipment Replacement*  |          | \$80 per unit                       |           |
| Miscellaneous/Other  |          | \$75                                |           |
| *May require electrical permit   |          | <b>TOTAL</b>                        | \$        |

**Reinspection charges: RESIDENTIAL: \$85 + x 2 escalating multiplier each additional inspection**  
**COMMERCIAL: \$125 + x 2 escalating multiplier each additional inspection**

## Payment Options

### Option 1 – Cash or Check

Check payable to Town of Grafton  
PO Box 143  
Grafton, WI 53024

### Option 2 – Credit Card or eCheck - Online at [www.townofgraftonwi.gov](http://www.townofgraftonwi.gov)

Email permit prior to online payment to [adminassist@townofgraftonwi.gov](mailto:adminassist@townofgraftonwi.gov)

Online payment fees apply: eCheck and credit card payments up to \$50 = \$1.50 \$50.01 to \$100 = \$3.00 Add'l \$3.00 fee per additional \$100

|                            |  |             |  |
|----------------------------|--|-------------|--|
| <b>Applicant Signature</b> |  |             |  |
| <b>Permit Approval By</b>  |  | <b>Date</b> |  |

| Office Use Only   |  |          |  |     |  |
|---|--|----------|--|-----|--|
| Date  |  | Rec'd By |  | Fee |  |
| <input type="checkbox"/> Check (# _____) <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card <input type="checkbox"/> eCheck |  |          |  |     |  |

# Required Building Inspections

## SPS 320.10 Inspections.

### (3) INSPECTION TYPES.

(a) *General.* The inspections described in pars. (b) to (i) shall be performed to determine if the work complies with this code.

(b) *Erosion control inspection.* Erosion control inspections shall be performed concurrently with all other required construction inspections. Additional inspections for erosion control may be performed by the delegated authority.

(c) *Foundation excavation inspection.*

1. The excavation for the foundation shall be inspected after the placement of any forms or required reinforcement and prior to the placement of the permanent foundation material.

2. If a drain tile system is required, by the local inspector or by groundwater levels in the excavation, the presence and location of bleeders used to connect the interior and exterior drain tile shall be inspected at the same time as the excavation.

**Note:** This excavation inspection may be used to determine the need for drain tile under s. [SPS 321.17](#).

(d) *Foundation reinforcement inspection.* The placement of reinforcement shall be inspected where the reinforcement is required for code compliance.

(e) *Foundation inspection.* The foundation shall be inspected after completion. Where damp proofing, exterior insulation or drain tile are required for code compliance, the foundation shall be inspected prior to backfilling.

(f) *Rough inspection.*

1. A rough inspection shall be performed for each inspection category listed under subd. 1. a. to e. after the roughwork is constructed but before it is concealed.

a. The basement floor area.

**Note:** The inspection of the basement floor area should include the following: any underfloor plumbing, electrical, or HVAC; any interior drain tile with base course required under s. [SPS 321.17](#); the structural base course for the floor slab if required under s. [SPS 321.20](#); and the underfloor vapor retarder as required under s. [SPS 322.38](#).

b. General construction, including framing.

c. Rough electrical.

d. Rough plumbing.

e. Rough heating, ventilating and air conditioning.

2. All categories of work for rough inspections may be completed before the notice for inspection is given, provided the work has not been covered.

3. The applicant may request one rough inspection or individual rough inspections.

(g) *Insulation inspection.* An inspection shall be made of the insulation and vapor retarders after they are installed but before they are concealed.

(h) *Final inspection.*

1. Except as provided under subd. 2., the dwelling may not be occupied until a final inspection has been made that finds no critical violations of this code that could reasonably be expected to affect the health or safety of a person using the dwelling.

2. Occupancy may proceed in accordance with local ordinances if the inspection has not been completed by the end of the fifth business day following the day of notification or as otherwise agreed between the applicant and the department or municipality.

(i) *Installation inspection.* An inspection shall be performed on the installation of a manufactured home or modular home.