



City of Acworth
Development Department

4415 Center Street
Acworth, Georgia 30101
Office: (770) 974-2032

building@acworth-ga.gov
www.acworth-ga.gov

MECHANICAL PERMIT APPLICATION

All contractors are required to have a Georgia contractor's license and a business license from a Georgia municipality!

\*Note: A separate permit is required for each and every building, dwelling, structure or suite on which work is to be done. If building contains more than (1) dwelling unit, list the addresses of all units in which work will be done.

MASTER PERMIT # (If known) \_\_\_\_\_

Location/Street Address: \_\_\_\_\_

Subdivision / Complex: \_\_\_\_\_ Lot, Suite, Apt. #: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Mobile: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

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

Address: \_\_\_\_\_ Mobile: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

JOB DESCRIPTION: \_\_\_\_\_

TOTAL SQUARE FOOTAGE: \_\_\_\_\_ JOB VALUATION: \$ \_\_\_\_\_

BASE FEE: \_\_\_\_\_ \$ 80.00

PERMIT COST: \$6.00 per \$1,000 (or any portion thereof) OF TURN-KEY VALUATION OF CONSTRUCTION: \$ \_\_\_\_\_

DUCT TIGHTNESS VERIFICATION, \$200.00 for EACH SYSTEM: (DWELLING UNITS ONLY!) \$ \_\_\_\_\_

(\*\*See Page 2 for More Information)

TOTAL COST: \_\_\_\_\_ \$ \_\_\_\_\_

Work Commencing Without a Permit: Where any work for which a permit is required is started without such a permit having been issued, the applicable fees shall be doubled. (This includes permits for Building, Electrical, Plumbing, Mechanical, Gas Etc.) The payment of such a double fee shall not relieve any persons from fully complying with the requirements if all applicable codes and City Ordinances including on work already performed, concealed or otherwise not inspected, nor shall it relieve them from any other penalties as may be prescribed by law.

Expiration of Permits: All permits expire 6 months after the last required inspection that has been passed, or 6 months after the date of issue if no required inspections have been approved. The Building Official may issue a 6 month extension if any permit, (for due cause), if requested in writing by the permit holder prior to such a permit expiring.

Reinspection Fees: \$75.00 Each Occurrence

Lead & Asbestos Abatement: State law requires proper licensure for contractors abating Lead or Asbestos containing materials in whole or in part, including the proper disposal thereof, and the proper precautions safeguarding employees and others from exposure.

**PERMITS WILL NOT BE PROCESSED WITHOUT A STATED VALUATION**

**Duct Tightness Verification (when required):** \$200.00 for each system and for each test when performed on same site visit as for Envelope Tightness Testing. Otherwise, an additional \$80.00 service fee shall be charged. \$110.00 per hour to diagnose the worst areas of air leakage upon request (not required). Re-evaluating after initial test failure shall be \$200.00 under the same terms and conditions as for the original test.

**The Duct Tightness Verification shall be performed along with the required Envelope Tightness Verification, together during one inspection. If called for separately, additional fees shall apply.**

The provisions of the Georgia State Minimum Standard Energy Code, as adopted and amended the Georgia Department of Community Affairs, shall regulate the design and installation of duct systems and building envelopes for adequate thermal resistance and low air leakage, as well as the design and selection of mechanical, electrical, service water heating and illumination systems and equipment that will enable the effective use of energy in new building construction. **Any duct or envelope tightness verification or testing required by this Code shall be performed by the City of Acworth Building Department.** For due cause, the Building Official may hire or allow an outside contractor to perform such testing. If a builder, owner or contractor elects to perform (or hires an outside contractor to perform) any such duct or envelope tightness verification / testing, the results of such testing shall not be made mandatory upon the Building Official for his acceptance as meeting the requirements of this Code. The building and/or heating and air conditioning contractor shall be charged fees for such duct and envelope tightness verification / testing in accordance with the permit fee schedule on file with the City. Failures in meeting the provisions the Code concerning duct and envelope tightness shall result in the testing being required to be performed again, after corrections to deficiencies have been made, and a re-inspection fee in the original amount has been paid. Upon request, and upon the payment of an additional fee, the Building Department shall perform analysis to attempt to determine the cause of the failure of a duct tightness and / or envelope tightness tests.

The air tightness of all ducts, air handlers, filter boxes and building cavities used as ducts, in all buildings, dwellings or dwelling units, as required by the current Georgia State Minimum Standard Energy Code, shall be performed in accordance with such code, Acworth ordinances, and **after all rough-in inspections have been approved.**

**Replacement Rooftop Units: Note that when replacing commercial rooftop units, the Cobb Fire Marshal’s Office requires permitting and inspections through their office whenever the Smoke Detectors are located within the replacement unit(s). Acworth will not approve the final inspection until the Fire Marshal’s Office has inspected and released the new unit(s). If the Smoke Detectors are located in the ductwork, then no permit or inspections from the Fire Marshal’s Office is required.**

**This Permit is Subject to the Following Terms & Conditions**

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**I hereby certify that I have read and examined this document and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. Granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.**

\_\_\_\_\_  
**PRINT NAME** - CONTRACTOR OR AUTHORIZED AGENT

\_\_\_\_\_  
**SIGNATURE** OF CONTRACTOR OR AUTHORIZED AGENT

DATE

**FOR OFFICE USE ONLY**

**BASE APPLICATION ACCEPTED BY:** \_\_\_\_\_  
**PLANS CHECKED BY:** \_\_\_\_\_  
**ZONING APPROVAL:** \_\_\_\_\_  
**REPLACEMENT RTU’S F.M.’S APPROVAL:** \_\_\_\_\_  
**APPROVED FOR ISSUANCE BY:** \_\_\_\_\_