



**Polk County Public Works**  
 5885 NE 14<sup>th</sup> St. Des Moines, IA 50313  
 Ph: (515)286-3705 Fax: (515)286-3437  
 Email: [publicworks@polkcountyia.gov](mailto:publicworks@polkcountyia.gov)  
**Mechanical Permit Application**

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

Owner of the Job Site Property:	
Job Site Address:	
Parcel Number (if site has no address):	Name of license holder:
Company Name:	State Contractor License No. & Exp. Date:
Company Address (City, State, & Zip):	State Master A or B License No. & Exp. Date:
Phone Number:	Email:

**Permit Type (Please Check Appropriate Box)**

Commercial:                      Residential:

**Work Class (Please Check Appropriate Box)**

Alteration:                      New Construction:                      Repair:                      Tenant Improvement:

Description of Work	No.	Fee Each	Total
Air Conditioning (Residential)			
Air Conditioning (Commercial)			
Air Compressor			
Boiler			
Heat Pump/Geothermal			
Heating/Air Conditioning (Roof Unit Commercial)			
Heating Appliances – Installation or Relocation			
Fuel Burning Fireplace, Stove or Similar Appliance			
Gas Piping (1 to 6 Outlets)			
Additional Gas Piping Outlets (Over 6)			
Each Appliance Or Sys Not Listed Above			
Sub Total			
Basic Fee			
<b>Total</b>			

**WARNING:** No LP gas appliance shall be installed in a location where heavier than air gas might collect (Basement or Pit).

**The Undersigned Hereby Makes Application To Perform Work As Described Herein:**

I affirm the work described in this application is accurate and correct to the best of my knowledge and that **the aforementioned license holder is licensed** to perform mechanical work.

I affirm the work described in this application is accurate and correct to the best of my knowledge and that **I am the owner** of this dwelling performing work on my existing home or accessory building.

**I understand work must commence within 180 days from the permit issuance date, and be completed and inspected within one year from the issue date, or this permit will be null and void.**

**I understand all work must be inspected and approved by Polk County prior to concealing any installation and I must call for the final inspection for the mechanical permit.** I further understand that a Certificate of Compliance is required in accordance with applicable codes and ordinances.

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

\_\_\_\_\_  
 Signature

Date \_\_\_\_\_