

**HVAC MECHANICAL PERMIT PROCEDURES FOR CANYON COUNTY**  
**EFFECTIVE OCTOBER 12, 2012**



In response to your requests, the HVAC Mechanical Permit process is being simplified by use of 3 separate permit application types. These types are for Commercial projects; New Construction projects and Retro Installation.

**Definitions:**

**Commercial Construction:** Any new construction of a commercial building/structure that requires any HVAC-related equipment or installation. Any questions should be directed to the Building Department at 454-7458.

**New Construction:** Any new single-family residence, addition/re-model or new shop that requires new HVAC, woodstoves, fireplaces, gas piping, air conditioning or duct work.

- Please list the quantity of furnaces, air conditioners, range hoods, bath fans, etc. that will be installed.
- If you are adding more than one fireplace, please list the location of EACH fireplace in the structure.
- **Retro Installation:** Replacement or addition of HVAC, fireplace, woodstove, etc. to existing homes that are not new construction. This includes adding woodstoves or other mechanical items to an already-built shop/addition.
- Please insure that you check on the form the existing heat system and what you are changing it to.
- If the work being done does not have a specific check box, please use "other" on the application.

For questions call Janet at 455-5960. ***(THIS NUMBER CANNOT BE USED TO REQUEST INSPECTIONS AND IN FACT MAY DELAY YOUR INSPECTION REQUEST.)***

**ALL INSPECTION REQUESTS SHALL BE CALLED INTO THE INSPECTION REQUEST LINE**  
**PRIOR TO 3:30 P.M. DAILY. THAT NUMBER IS: (208) 454-7460.**

**PERMIT FEES ARE REQUIRED AT THE TIME OF APPLICATION.**

- Retro Installation inspections will be put on hold until full payment is received.
- Commercial project fees are charged at 2% of the bid price with a minimum of \$60.00.
- We will allow a 'rough-in' inspection for new construction or commercial construction, but no further inspections until full payment is received.
- Full payment is due within 15 business days from the date of the application.
- Payments by check can be mailed into our office:  
Development Services, 1115 Albany Street, Caldwell, ID 83605
- You may pay in person at our front desk between 8:00 a.m. and 4:30 p.m. Monday through Friday; we accept cash, checks and credit cards (a convenience fee applies).
- You may pay by credit card via email or fax by using the Credit Card Authorization form. One form *must* be completed for each day's transaction(s).

## CREDIT CARD AUTHORIZATION PROCEDURES

We now offer the convenience of paying by credit card and in addition to paying in person, you may send in your mechanical permit requests via email or fax. If you choose to use this method, please follow these procedures to insure that we process your permit in a timely manner.

- 1) Fill out the Mechanical Permit Application and check the box on the application indicating that you want to use a credit card.
- 2) After the Mechanical Permit application is processed by Canyon County; we will email or fax an invoice to you (which is the current procedure). This invoice will have the amount due and the mechanical permit number assigned. (We will send a credit card authorization form with the invoice). Please make copies of the blank form for future use.
- 3) Fax your completed Credit Card Authorization form to me at 454-6633 or email dsdinfo@canyonco.org. Insure that **all** necessary information is filled out. This includes the amount to be charged on the card; the mechanical permit number(s) assigned to the project, cardholder name and signature; and type of card and credit card information. *Failure to complete every section will result in a delay processing your application.*

*NOTE: If several permit applications come in together in one batch, we can process one credit card authorization with a total for all; otherwise one permit application requires one credit card application for each one.*

- 4). We cannot guarantee next day inspection requests, but will make every effort to accommodate your requests.

We do not store credit card information, so an authorization form will be required for each transaction(s).

If you have any questions, feel free to contact me at the number below. We want to make this transition smooth, so we encourage your feedback so that we can better serve you. Thank you for your patience and cooperation.

Janet LaMont  
Permit Technician  
455-5960