

HVAC MECHANICAL PERMIT PROCEDURES FOR CANYON COUNTY

EFFECTIVE JUNE 25, 2018

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. Commercial project fees are charged 2% of the bid price or a minimum of \$60.00.

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

Retro Construction: Replacement or addition of HVAC, fireplace, woodstove, etc. to existing homes that are not new construction. This includes addition of woodstoves or other mechanical items to an already-built shop/addition.

- If you are installing gas piping please let us know what the gas piping is being used for i.e. fireplace, stove, BBQ.
- If you are installing a fireplace or woodstove please indicate the room where located.
- If the work being done does not have a specific check box, please use "other" on the application and explain what it is.
- The inspection line is open from 7 am to 4 pm Monday through Friday. All inspection requests must go through the inspection line and not via email.
- Please send a credit card authorization with your mechanical permit application; since you won't have a permit number to put on the credit card application until we process it, write the address of the property in the space provided on the credit card authorization that asks for mechanical permit number.
- Please provide the email address you would like the receipt sent back to and
- Please provide your HVAC contractor's license number on each permit you request.
- You may either fax (208-454-6633) or email your mechanical permit applications and credit card authorizations to dsdinfo@canyonco.org
- Please note we do not do same day inspections. When you call in to schedule an inspection it will be scheduled for the next business day unless you specify a different date.
- We will make every effort to accommodate am/pm inspection, but due to the permit volume and territory covered we cannot guarantee any specific time.
- Pool Permits: The contractor for the pool takes responsibility of the gas pool heater and whomever does gas piping, is required to take out a separate permit.
- You may also apply for mechanical permits in person at our office located in the Administration Building next to the Courthouse at 111 N. 11th Ave, Caldwell, Ste. 140. (However you can access our office from Albany entrance.

CREDIT CARD AUTHORIZATION PROCEDURES

- 1) Fill out the amount of the permit in the space provided.
- 2) Fill out the card holders name and have them sign it.
- 3) Fill out the phone number and address of your business/home
- 4) Fill out your credit card information and 3 digit code from the back of your card.
- 5) Where it asks for a mechanical permit number, put the project address.
- 6) The credit card company charges approximately 2.9% convenience fee – please do not include that in your authorization amount.
- 7) Fax or email the mechanical permit along with the credit card authorization to 208-454-6633 or dsdinfo@canyonco.org
- 8) Once we receive your application and process your credit card we will email you back your receipt that will have your permit number on it.

Please note, 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 Canyon County Development Services at 454-7458.