



CITY OF PORTLAND

BUILDING DEPARTMENT
 100 SOUTH RUSSELL STREET
 PORTLAND, TENNESSEE 37148
 Telephone 615/325-6776
 Fax 615/325-5345

Email: buildingdepartment@cityofportlandtn.gov

Mechanical Permit Application

Project and Owner Information:	<i>An incomplete application will delay processing this application</i>
Project Address:	Zip Code:

Type of Property:	<input type="checkbox"/> One Family	<input type="checkbox"/> Multi-Family	<input type="checkbox"/> Commercial/Industrial
Owner's Name:	Phone:		
Owners Address:	City:	State:	Zip Code:

Contractor Information			
Company:		Contact Person:	
Address:	City:	State:	Zip:
Phone:	State of TN. License #:		
	City Business License #:		
Email Address:			
Scope of work:	<input type="checkbox"/> New Construction	<input type="checkbox"/> Remodel/Addition	<input type="checkbox"/> Equipment Change-Out
Explain work:			

Description of Work	
Load Calc's: <input type="checkbox"/> Manual J (new construction)	<input type="checkbox"/> Block Load (change-out only)
Equipment Size (tons): (THIS MUST BE LISTED ON PERMIT FOR PERMIT TO BE PROCESSED)	
<input type="checkbox"/> Gas	<input type="checkbox"/> Electric

Project Valuation:	Total Square Feet of work _____
<input type="checkbox"/> <u>Quote is required for commercial/industrial projects only</u>	
Applicant's signature _____	Date: _____
<input type="checkbox"/> Homeowner <input type="checkbox"/> Contractor	

This permit becomes in-valid if work does not commence within 90 days of permit issuance and/or the work is abandoned for more than 90 days since the last inspection. If the registered contractor abandons the project, a new contractor must re-apply for a new mechanical permit.