Print Form

DEPARTMENT OF OPERATIONAL SERVICES
PERMITS AND INSPECTIONS DIVISION
CITY OF SHREVEPORT
505 TRAVIS STREET, SUITE 130
SHREVEPORT, LA 71101
PHONE: (318) 673-6152 / FAX: (318) 673-6112

PERMIT REQUEST FOR: HEATING * VENTING* AIR CONDITIONING (HVAC)

APPLICATION FOR: (PLEASE CHECK ALL THAT APPLY)

Addition ☐ New ☐ Existing ☐ Remodel ☐
Replace ☐ Temp ☐ Commercial ☐ Residential ☐

PERMIT NO. _____ DATE _____ BLDG PERMIT NO _____

CASH _____ TRUST ACCOUNT _____ MASTERCARD _____ VISA _____
DISCOVER _____ AMERICAN EXPRESS _____ DISCOVER _____

NAME ON CREDIT CARD _____ EXPIRATION DATE _____

JOB LOCATION (ADDRESS) _____

SUBDIVISION _____ LOT# _____ BLDG # _____ APT/STE _____

OWNER/NAME OF BUSINESS _____

BUILDER _____ TOTAL COST (Contract Cost) _____

DESCRIPTION FOR MECHANICAL:

	NEW	REPAIR
HEATING NO		
GAS		
WALK-IN BOXES		
ELECTRICAL KW		
HEATING FAN		
RANGE HOODS NO. UNITS		
REGISTRATION		
OTHER		

	NEW	REPAIR
A/C NO.		
BTU		
BTU		
PACKAGE		
BTU		

TOTAL FEES: $ _____

First $1000 - 30.00	**Each additional $1000 up to $24,000 $5.00/1,000 and 0.50/100**	**Each additional over $25,000 $4.00/1,000 and 0.40/100**	**Each reinspection or defect Fee - $30.00**	**Minimum permit or registration - $30.00**

CERTIFICATION

I, the (owner, contractor, authorized agent) hereby agree to comply with the City of Shreveport Codes and Ordinances applicable to all work described hereon and to all plans and specification attached hereto. I also agree to and certify that the cost information is true and correct. It is further agreed that any code requirement missed during the initial plan review will be immediately complied with upon notice. I further certify I (am / am not) * a resident individual corporation, partnership, association or other legal entity within the State of Louisiana as defined by LRS 47.9A (2).

APPLICANT _____
Print or Type

ADDRESS _____ PHONE # _____

SIGNATURE _____ FAX # _____

***Nonresident contractors must produce proof of possession of a material purchase certification of bond required by the Louisiana Department of Revenue and Taxation prior to inssuance of any permit.** **NO REFUND AFTER 60 DAYS**