



Do I Need A Mechanical Permit?

Protect Your Home. Protect Your Family.



The purpose of every permit is to protect what you value most – your family and your home. Faulty installations can cause house fires, flood damage and structural instability. But permits and inspections help protect your loved ones from these potentially deadly mistakes.

Permits also help you avoid costly repairs down the line and preserve your biggest financial investment – your home. When selling your home, you may be required to fully disclose all remodeling work and whether or not permits were obtained. With permits and inspections, you can expect a smoother closing process, free of last-minute hassles, inspections and repair work if the home isn't up to code.

So insist on permits.

What is mechanical work?

Mechanical or HVAC work includes work on heating, cooling, or ventilation systems, including bath vents and woodstoves. Installation, alteration, or repair of gas piping between the meter and an appliance or other equipment, including all liquefied petroleum gas piping, is also considered mechanical work.

Safety First

For your safety, your family's safety, and to avoid costly mistakes, ***Please Do Not Do Mechanical Work That Is Beyond Your Skill Level.***

When in doubt, hire a licensed professional.

When do I need a permit for mechanical work?

A mechanical permit **is required** when you intend to:

- install or change any part of a heating or cooling system that must be vented into any kind of chimney, including unvented decorative appliances.
- install a woodstove, fireplace insert, pellet stove or related venting.
- install, alter or repair gas piping between the meter and an appliance (indoors or outdoors).
- install bath fans, dryer exhausts, kitchen range exhausts and appliances that are required to be vented.

When buying a product or contracting a service:

- **Call the Better Business Bureau.**
- **Talk to other consumers.**
- **Compare prices.**
- **Ask for references and contact them.**
- **Be sure you have a written contract and read it carefully before signing.**

What information do I need?

You will need to briefly describe the work proposed. For example, describe the appliance you intend to install and whether you will be installing a new vent, ductwork, etc. If you are installing new gas piping, know how many outlets you need for future gas appliances. You will need to pay the permit fee when your permit is issued. In general, mechanical permit fees are based on the number of appliances, chimneys, vents or gas piping outlets to be installed.

Where do I get a permit for mechanical work?

Permits are issued at the Building & Planning Department Permit Center. If a contractor is doing the work, they can apply for the permit and ensure that required inspections are done. Fees are based on the size and complexity of the job. You will need to pay the permit fee when your permit is issued.

How do I get an inspection?

If you are having the work done by a contractor, you or the contractor are required to notify the Building & Planning Department when the work is ready to be inspected. If you are doing your own work, you can call to schedule the an inspection. If you have installed water piping, the work must be operational for inspection. Inspectors may require that drainage piping be plugged and filled with water for inspection. When you call, you will be asked for the permit number, homeowner's name, project address, type of inspection needed, and the date on which inspection is desired.

What's Next?

Ready to make application for a mechanical or HVAC permit? [Click here](#). You can complete and submit the application online through PermitCenter@bensalem-township.org. Be sure to check out the general information for requirements and attach the necessary documents along with the applications. We can accept plans up to 11" x 17". Once your paperwork has been submitted, it will be begin processing through review, approval and ultimately the issued permits. If you submit an incomplete application or are missing any required documents, the Township's Permit Clerk will notify you. Your application will be held until everything is in house.