



**CITY OF KINSTON**  
 WWW.CI.KINSTON.NC.US  
**Permits, Inspections & Code Enforcement**

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<b>Office Use:</b>	
App #	_____
P.D.	_____
P.T.	_____

**MECHANICAL PERMIT APPLICATION**  
 Revised July 2021

**Project or Customer Name:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_

**Mechanical Contractor:** \_\_\_\_\_ **License #:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Description of proposed work:** (Please specify type of equipment such as pkg heat pump, split system, gas pack, etc. and indicate tonnage). \_\_\_\_\_

**CHANGE OUT:** (Same type equip) \_\_\_\_\_; **REPLACEMENT:** (Different type equip) \_\_\_\_\_; **NEW:** \_\_\_\_\_:

**PROJECT VALUATION: \$ \_\_\_\_\_ (Required)**

**Please check applicable:** A separate electric permit is required if wiring is upgraded or replaced. A duct seal certificate is required where applicable.

- \_\_\_ HVAC System < than 5 tons = \$100 per unit;
- \_\_\_ HVAC System 6 to 10 tons = \$200 per unit
- \_\_\_ HVAC System > 10 tons = \$100 + .0025 x Valuation with minimum \$200 per unit
- \_\_\_ Gas Piping \$50
- \_\_\_ Duct (New and replacement) \$50
- \_\_\_ Mobile / Modular Connection \$50;
- \_\_\_ **ALL OTHER:**  
 (Valuation amount \$ \_\_\_\_\_ x .0025 = \_\_\_\_\_ plus \$100 = \$ \_\_\_\_\_);

**PERMIT FEE: \$ \_\_\_\_\_ (Rounded)**

I certify that all information on this application is correct and all work will comply with the state building code and all other applicable state and local laws, ordinances and regulations.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Licensee or Authorized Representative