

City of Mattoon Illinois

Revised 4/12/2024

Date _____

MECHANICAL PERMIT APPLICATION

The undersigned hereby makes application for a permit to install, maintain, or change a mechanical system at

_____ to be performed by _____
address of project business / contractor name

Is applicant the owner in fee of property described? ☐ Yes ☐ No

BUILDING CODE REQUIREMENTS: If such application is made by a person other than the owner in fee, it shall be accompanied by a duly verified affidavit of the owner in fee that the person making the application is authorized to make application. The applicant is not the owner in fee of the property described; give name and address of owner in fee:

NAME _____ Contact Information _____

Give a brief description of proposed construction stating type of construction contemplated, use for which building will be constructed, or any unusual details regarding said construction:

Bid Amount or Estimated Cost of Construction \$ _____

All installation, operation and maintenance instructions must be available at the time of inspection.

The undersigned applicant hereby represents that he will follow all requirements of the Building Code and other ordinances of the said City of Mattoon relative to the construction of said building and that the said building will be open for public inspection at all reasonable hours by the Building Code Official or his authorized representatives. The applicant further represents that the detailed plans for construction of said building structure and that same will be constructed as shown on said plans, which plans are made part of this application. If you have any questions please contact: permits@mattoonillinois.org

This permit is null and void, in part or its entirety, if in conflict with building specifications as outlined under your abstract, subdivision restrictions of Ordinance 96-4835 concerning building lines, front, side or rear yards, intent purpose or other applicable zoning ordinance conflicts.

Business Name: _____ Address: _____

Phone: _____ Email: _____

Typed Signature: _____

OFFICE USE ONLY BELOW

PERMIT NO. _____

ISSUED/PAID DATE _____

Permit Fee Calculation: _____ PERMIT FEE _____

ISSUED BY _____

ROUGH IN INSPECTED BY _____ DATE _____

FINAL INSPECTED BY _____ DATE _____