



# Commercial and Multi Family HVAC Application

Campbell County Planning, Zoning and Building Inspection  
1098 Monmouth Street, Suite 343  
Newport, Kentucky 41071

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www.campbellcountyky.gov

1. Project Located In:
- |   |                                      |   |                                    |
|---|--------------------------------------|---|------------------------------------|
| <input type="checkbox"/> Unincorporated Campbell County | <input type="checkbox"/> Cold Spring | <input type="checkbox"/> Highland Heights | <input type="checkbox"/> Southgate |
| <input type="checkbox"/> Alexandria                     | <input type="checkbox"/> Crestview   | <input type="checkbox"/> Melbourne        | <input type="checkbox"/> Wilder    |
| <input type="checkbox"/> Bellevue                       | <input type="checkbox"/> Dayton      | <input type="checkbox"/> Mentor           | <input type="checkbox"/> Woodlawn  |
| <input type="checkbox"/> California                     | <input type="checkbox"/> Ft. Thomas  | <input type="checkbox"/> Silver Grove     |                                    |

2. Business Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

3. PIDN: 999-99-\_\_\_\_ - \_\_\_\_ . \_\_\_\_

4. Contractor: \_\_\_\_\_ Permit Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Occupational Tax License: \_\_\_\_\_

County issued number    City issued number if Dayton/Bellevue/SilverGrove

KY HVAC License Number: _____ Signature of License Holder: _____
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5. Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

6. Installation Type:
- |  |  |                                    |
|--|--|------------------------------------|
| <input type="checkbox"/> New Construction* | <input type="checkbox"/> Replacement *     | Number of Units: _____             |
| <input type="checkbox"/> Gas Forced Air    | <input type="checkbox"/> Geothermal System | <input type="checkbox"/> Heat Pump |
| <input type="checkbox"/> Refrigeration     | Quantity and type of refrigerant: _____    |                                    |
| <input type="checkbox"/> Other: _____      |  |                                    |

\*Must also have Electrical Permit

7. Estimated job cost: \$ \_\_\_\_\_

8. Will any duct be in an unconditioned area:  Yes  No

9. Verification of International Energy Conservation Code:

- Performance: Blower Door Test (by third party)
- Prescriptive: Visual Inspection (by building/HVAC inspector)

10. ACKNOWLEDGEMENT:

I hereby certify that I am requesting this review on behalf of all owners of this property. All fees are due at the time of application and are not refundable, regardless of the decision of the Building Inspections, Planning Commission, Board of Adjustment and/or their authorized agent.

\_\_\_\_\_  
Applicant's Affidavit Signature

\_\_\_\_\_  
Date

**ATTACHMENTS:**

***Digital submissions preferred and accepted at pzadmin@campbellcountky.gov***

- Digital copy of duct layout and load calculations for new installation
- Certificate of Appropriateness (Historic District Only)
- Electrical Permit
- Permit Fees (see below for scale)

Value of Project	Permit Fee	Value of Project	Permit Fee	Value of Project	Permit Fee	Value of Project	Permit Fee
\$2,000 or less	\$125	\$100,001 to \$150,000	\$630	\$500,001 to \$600,000	\$1,725	\$1,100,001 to \$1,200,000	\$3,050
\$2,001 to \$10,000	\$180	\$150,001 to \$200,000	\$760	\$600,001 to \$700,000	\$1,900	\$1,200,001 to \$1,300,000	\$3,280
\$10,001 to \$25,000	\$270	\$200,001 to \$250,000	\$885	\$700,001 to \$800,000	\$2,125	\$1,300,001 to \$1,400,000	\$3,510
\$25,001 to \$50,000	\$330	\$250,001 to \$300,000	\$1,025	\$800,001 to \$900,000	\$2,355	\$1,400,001 to \$1,500,000	\$3,735
\$50,001 to \$75,000	\$390	\$300,001 to \$400,000	\$1,150	\$900,001 to \$1,000,000	\$2,590	\$1,500,001 to \$1,600,000	\$3,965
\$75,001 to \$100,000	\$500	\$400,001 to \$500,000	\$1,500	\$1,000,001 to \$1,100,000	\$2,820	\$1,600,001 and above	**