APPLICATION FOR EQUIPMENT CHANGE-OUT
3/19/26

Date _____ Permit Number _____

Property Address _____

Subdivision _____ Lot # _____ Parcel # _____

City/Village_____ Zip_____ Township_____

Owner Name_____ Phone Number (____) _____

Email_____

Current Address_____ City _____ State_____ Zip Code_____

Contractor: _____Phone (____) _____

Address _____City _____ State _____ Zip Code _____

Email_____

Description of work to be done _____
_____

Construction Cost $_____

Please check all that apply (indicate number of units):

- ☐ Gas Furnace_____
- ☐ Electric Furnace_____
- ☐ Oil Furnace_____
- ☐ A/C Unit_____
- ☐ Heat Pump_____
- ☐ New Gas Service
- ☐ Electric Sub Panel

Certification: I hereby certify that the proposed work is authorized by the owner of record, and that I have been authorized by the owner to make this application as his authorized agent and agree to conform to the regulations and all applicable codes and laws of the State of Ohio and the County of Delaware, including the Department of Building Safety Virtual Inspection Program.

_____

Signature of Owner/Agent Print or type name here Date
Phone: (_____) _____

APPLICATION FOR EQUIPMENT CHANGE-OUT

Delaware County Building Safety enforces the 2019 Residential Code of Ohio. Please see section 105 of the 2019 Residential Code of Ohio provided below as you prepare to do work on residential properties.

Please be advised that replacement of any electrical, gas, mechanical, plumbing system, other residential building service equipment, or piping system, the installation of which is regulated by this code, or to cause any such work to be done, shall first make application to the building official and obtain the required approval. This includes furnace and hot water tank replacement.

Code **2019 Residential Code of Ohio**

SECTION 105 – **APPROVALS - 105.1 Required.** Any owner or authorized agent who intends to construct, enlarge, alter, repair, move or change the occupancy of a residential building or structure, or portion thereof, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical, plumbing system, other residential building service equipment, or piping system, the installation of which is regulated by this code, or to cause any such work to be done, shall first make application to the building official and obtain the required approval.

Fees

All applications will have a $25.00 application fee and a 1% State of Ohio Assessment fee.

Furnace + A/C Unit: $25 (Application Fee) + $75 (Furnace Fee) + $75 (A/C Unit Fee) + 1% State of Ohio Fee $176.75.

Furnace + Heat Pump: $25 (Application Fee) + $75 (Furnace Fee) + $75 (Heat Pump Fee) + 1% State of Ohio Fee $176.75.

***The cost per unit is $75.00 regardless of the type of unit being replaced.**

These fees cover the necessary first time inspections. A partial inspection fee of $75 will be applied if additional trips are involved (this does not include re-inspections). If new electric or gas service is necessary for the replacement, an additional fee of $75 + 1% State of Ohio fee will be applied. The installation of an electric sub panel will also result in an additional fee of $75 + 1% State of Ohio fee.