

HELPFUL GUIDELINES

Please use this guide to make sure your application is complete:

A/C Replacement: Including, air handler, evap. Coil, condenser etc.	<ul style="list-style-type: none">• Permit jacket (F100 form)• Electrical (F120) & Mechanical (F145) techs ***must be sealed and signed by contractors, Mechanical requires an HVAC contractor, or the homeowner can choose to do the work and fill out forms.• A/C specifications (installation manual)
Furnace Replacement:	<ul style="list-style-type: none">• Permit jacket (F100 form)• Electrical (F120) & Mechanical (F145) techs***must be sealed and signed by contractors, Mechanical requires HVAC contractor, or homeowner can choose to do the work and fill out forms.• Furnace specifications (installation manual)• Chimney verification form*** filled out by a professional (Chimney company, HVAC, Plumber) cannot be done by homeowner. This will either be signed off for the chimney flue or the direct vent section on the bottom of the form.
Boiler Replacement:	<ul style="list-style-type: none">• Permit jacket (F100 form)• Electrical (F120) & Mechanical (F145) techs***must be sealed and signed by contractors, Mechanical requires a Master Plumber if touching the Backflow preventer, otherwise can be sealed by HVAC. Homeowners can also sign documents in place of contractors.• Boiler specifications (installation manual)• Chimney verification form*** filled out by a professional (Chimney company, HVAC, Plumber) cannot be done by homeowner. This will either be signed off for the chimney flue or the direct vent section on the bottom of the form.

Water Heater Replacement (Gas):	<ul style="list-style-type: none"> • Permit jacket (F100 form) • Mechanical (F145) tech***must be signed and sealed by contractors, Mechanical must be done by Master Plumber, or the homeowners can choose to do the work and fill out the forms. • Water Heater specifications (installation manual) • Chimney verification form*** filled out by a professional (Chimney company, HVAC, Plumber) cannot be done by homeowner. This will either be signed off for the chimney flue or the direct vent section on the bottom of the form.
Water Heater Replacement (Electric):	<ul style="list-style-type: none"> • Permit jacket (F100 form) • Electrical (F120) & Plumbing (F130) techs***must be signed and sealed by contractors, Plumbing must be done by Master Plumber, or the homeowners can choose to do the work and fill out the forms. • Water Heater specifications (installation manual)
Gas Piping:	<ul style="list-style-type: none"> • Permit jacket (F100 form) • Mechanical (F145) tech***must be signed and sealed by HVAC contractor or homeowners can do the work and fill out forms. • Need TWO copies of gas pipe drawings either signed and sealed by the licensed professional or signed by h/o if they are doing the permit. ***If using CSST you must have a CSST Cert Card.
Replacement of Electrical Panel and/or Restore Service:	<ul style="list-style-type: none"> • Permit jacket (F100 form) • Electrical (F120) tech (if doing just a panel replacement, then electric contractor can sign and seal or can be filled out by homeowner.) (If restoring power that has been off MUST BE DONE BY LICENSED ELECTRICIAN.) • If service is needed must have a DR# from JCP&L so that the cut card can be sent to them once you have passed inspection to get your service turned on.

Gas Fireplace Install: (Direct Vent)	<ul style="list-style-type: none"> • Permit jacket (F100 form) • Fire (F140), Mechanical (F145) & Building (F110) techs*** mechanical if being done by contractors must be signed and sealed • Equipment specifications (installation manual) • Need TWO copies of gas pipe drawings both signed and sealed by the licensed professional.
Oil Tank Removal:	<ul style="list-style-type: none"> • Permit jacket (F100 form) • Fire (F140) tech***must be signed by a certified environmental company. • Certification from the DEP showing the company is certified to remove tanks.
Oil Tank Install:	<ul style="list-style-type: none"> • Permit jacket (F100 form) • Fire (F140) & Plumbing (F130) techs***must be signed by a certified environmental company. • Certification from State or DEP showing they are licensed to do this work.