



MIDDLETOWN TOWNSHIP APPLICATION FOR MECHANICAL PERMIT INSTRUCTIONS

27 N. Pennell Road | Media, PA 19063
610-565-2700 | Fax 610-566-3640 www.middletowndelcopa.gov

INSTRUCTIONS FOR MECHANICAL PERMITS

1. Fill out and submit the Application for Mechanical Permit.
2. Fees are due at the time the application is submitted. (Please refer to Master Fee Schedule on Pages 13 & 14 Part 6 found on the Township's website.)
3. All contractors must submit a current Certificate of Insurance for General Liability and Workers' Compensation coverage with every application listing Middletown Township as certificate holder. If you do not carry Workers' Compensation, please fill out the Township's Workers' Compensation Exemption Form.
4. Homeowner signatures are required either on the Application for Mechanical Permit or on a signed contract to be submitted with the application.
5. Please submit manufacturer's specifications on the unit(s).
6. Failure to complete all the above items will result in a delay in the permit being processed and issued. Work may not start until the application has been approved and a permit issued.
7. Homeowners may obtain their own permits to the extent they can demonstrate sufficient expertise to complete the work in conformance with code and zoning requirements.
8. All paperwork and permit fees must be submitted in order for your application to be reviewed by the Township Building Department.
9. Inspection(s) are required to be performed. Please refer to the issued permit for the list of inspection(s).