

CITY OF DE PERE

335 South Broadway
De Pere, WI 54115
Fax No.: 920/339-4049
Web: <http://www.deperewi.gov>



HVAC HOMEOWNER'S ACKNOWLEDGEMENT

Address where work is to be performed:

Homeowner: _____

Daytime Phone: _____

SPS 305.70 No person, entity, or business may engage or offer to engage in installing or servicing heating, ventilation, or air conditioning equipment, unless the person, entity, or business holds a registration issued by the department (DSPS) as a registered HVAC contractor:

SPS 305.70 (1) (b) 2. A person, entity, or business may install or service heating, ventilation, air conditioning, or refrigeration equipment within in a dwelling owned by the person, entity, or business and in which the person, entity, or business resides or will reside.

I hereby attest, affirm, acknowledge, and agree to the following:

1. The HVAC work done under the permit I seek will be done by me personally, or by a licensed HVAC contractor.
2. Subject property is a single-family residence, having and intending no renters or rental units, no nonresidential use, and is my current primary residence.
3. I am the current owner of record of subject property.
4. I am qualified by study and/or experience to do the work for which I seek a permit (see sidebar).
5. A HVAC permit is valid only for the work described in the application and the permit expires when the work is completed and approved by the building inspector.
6. I will call the Building Inspection Division to arrange required inspections.
7. If the inspector calls out corrections, it is my responsibility to call for re-inspection of work before it is concealed. No work can be closed until it is inspected and approved. If it is necessary for the building inspector to make more than one re-inspection for the same corrections, there may be an additional fee charged at the rate of \$75.00 per inspection. (Municipal Code 62-14(b)).
8. If I fail to obtain inspection and approval of work prior to concealment, the building inspector may require that some or all finish material be removed so that an inspection can be made.
9. I understand that future property damage or personal injury claims my insurer may dispute resulting from my failure to follow all codes.

PLEASE READ CAREFULLY

The building inspector may not provide design advice or instruction in the electrical trade. The building inspector, upon finding that work is not being done in a competent manner, will issue a stop-work order that will remain in effect until a licensed HVAC contractor takes responsible charge.

I HAVE READ AND UNDERSTAND THE STATEMENTS GIVEN ABOVE:

Owner's Signature

Date

Witness Signature

Date

WORK MAY NOT BE CONCEALED UNTIL INSPECTED AND APPROVED.

PLEASE CALL (920) 339-4053 FOR AN INSPECTION