



PROCEDURE FOR A/C & Generator Permits

New unit, replacing or relocating requires a permit

Before applying for a permit please read and submit all the following items for review:

- **Mechanical permit application** (filled out in its entirety)
- **Two (2) copies of a current to-scale property survey** — showing property lines, yard offset dimensions, rights-of-way, and all applicable accessory structures. Survey shall have the surveyor’s name and seal. A typical to-scale property survey is on 8½”x14” (legal size) paper. Photos or distorted surveys will not be accepted. The location of the new or replaced A/C or generator should be sketched accurately on the survey to determine compliance.
- **Two (2) copies of INFORMATION TO SHOW COMPLIANCE WITH THE FOLLOWING:**
 - Air conditioners shall be screened from public view per Chapter XX, Section 814 of Mt. Lebanon Zoning Ordinance.
 - In R-1 or R-2 districts, the air conditioner or generator shall be at least seven (7) feet from the property line.
 - If in the front yard, the air conditioner or generator shall not be located more than five (5) feet in front of the building line.
 - In R-3 or R-4 districts, the air conditioner or generator shall be at least five (5) feet from the front building line and the side and rear property lines
 - When repairing or replacing an air conditioner, if the one currently on the property is nonconforming, it can stay nonconforming as long as its location doesn’t change. Indicate that it is nonconforming on the application.



Visit www.mtlebanon.org for more information

**INCOMPLETE OR PARTIALLY COMPLETE APPLICATIONS WILL NOT BE ACCEPTED
FOR PROCESSING**

MECHANICAL PERMIT APPLICATION

MT LEBANON INSPECTION OFFICE
 710 Washington Road
 Pittsburgh, PA 15228
 412-343-3408

PERMIT # _____

This section to be completed by the Inspection Office

Zoning Hearing _____ Zoning District _____ Allegheny County Parcel # _____

Applications completely filled-out & with the required supporting documents will be processed in the order they are received.

Project Site	Street Address _____
Owner of the Property	Owner Name _____ Address _____ ZIP _____ Phone _____ Email _____
Contractor Information	Contractor Name _____ Address _____ ZIP _____ Contact Person _____ Phone _____ Email _____
Nature of Proposed Unit	<input type="checkbox"/> Air Conditioner <input type="checkbox"/> Generator <input type="checkbox"/> Heating Equipment (<i>furnace, hot water, boiler?</i>) <input type="checkbox"/> Other (<i>explain</i>) _____ _____ _____ Unit Location (<i>side yard, rear yard, front yard, roof top, etc.</i>) _____ <input type="checkbox"/> Attached are two (2) copies of a full size, to-scale property survey with surveyor's name and seal. One copy marked with location of proposed unit. (<i>Application will not be reviewed without a survey – except for rooftop</i>). ESTIMATED COST OF PROJECT: IF PROJECT REQUIRES MORE THAN ONE APPLICATION, EACH APPLICATION MUST HAVE ITS OWN ESTIMATED COST. \$ _____

I hereby agree to be bound by the provisions of the ordinances, specifications, regulations and restrictions as may be imposed by Mt. Lebanon regarding this application. I verify that the statements made in this application are true and correct. I understand that any false statements herein are made subject to the criminal penalties of 18 Pa. C. S. Â§4904, relating to unsworn falsification to authorities.

APPLICATION MUST BE SIGNED

Property owner, contractor or representative _____ Date _____

THIS SECTION TO BE COMPLETED BY THE INSPECTION OFFICE. Plans, specifications and survey for the above application have been examined and I hereby certify that they comply in every particular with the Ordinances of Mt. Lebanon, PA and approve the issuing of this permit for the same, after paying the required fee.

FEE: \$ _____

Building Inspector's Signature

Date Approved