



Express Mechanical

This application is limited to furnace and air conditioning work in residential zones. Applicants are required to use the “Express” Mechanical application for this purpose. All other work must be submitted through the regular mechanical application.

The Department of Community Planning and Development Services (CPDS) is offering an on-line, same-day (express) process for eligible residential permits.

Hours of Operation

Tuesdays, 8:30 a.m. to 12:30 p.m.

Applications submitted during this time will be checked for completeness upon receipt. If the application is complete and fees paid prior to 12:30 pm, the project will be reviewed on the same day. If program parameters are met, the permit will be issued. Standard application fees apply. There is currently

no additional charge for this program. Applications not meeting the criteria for express permits will be placed in the regular review queue and be subject to standard timeframes.

Application and Supporting Documents

- ALL applications are submitted online via MGO Connect [MGO Connect](#)
- Click the Express Permits Button on the left-hand side to get to the list of applications. Then select. "Express Permits"
- Complete the application and submit required documentation

Who Can Apply

Owner: Owners can apply for the permit but cannot act as the contractor.

Master: A Master HVAC License Holder

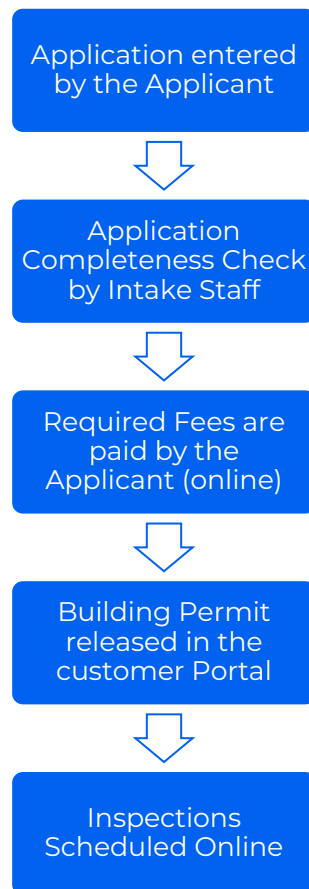
Plans and Drawings Requirements

- Drawings are not required.
- For exterior work, a certified survey is required. An aerial/zoning map will not be accepted for Express Permit review.
- The site plan should show the location of proposed unit(s), the unit's dimensions, and the distance from the unit to the property lines.
- HOA Approval - King Farm residents only!



Example of what shows exterior unit, including the dimensions and setbacks to the property line

Processing and Reviewing Agencies



Ineligible

- Any application that requires an additional review outside of Community Planning and Development Services, i.e., Department of Public Works (DPW), City Forestry (Rec & Parks), or Outside Agencies, *will not* be processed through Express Permits. Common examples include outside units in an easement, flood plain zones, or affecting trees.
- Applications that require Historic District Review
- Applications associated with a building permit will not be processed via this program.

- Applications associated with a Compliant and Violation (CAV) case.

Important

- You must continue to monitor your MGOC/email account for items such as invoices, review comments, and any additional instructions. Failure to do so could result in your application not being processed during the express timeframe.
- Applications not processed within the offering period will be placed in the standard review queue and will be subject to standard review timeframes.
- CPDS staff reserves the right to change application from 'express' to 'standard' plan review.
- Only one resubmission to address staff comments is permitted. Resubmittals received before 12:30 p.m. will be processed the same day. Resubmissions received after 12:30 p.m. will be processed as time and workload allow. Any resubmittal not reviewed during express hours will be moved to the standard review process.
- In-person applications and payments will not be accepted.

Fees

- Based on the current fees adopted at the time of submittal. [Fee schedule](#)
- Fees are paid via your online customer account. Fees must be paid before plans are reviewed and a permit is issued. Applications will only be processed during the express permit window if fees are paid.

Inspections

Inspections must be scheduled within 6 months from issuance, or the permit will expire. Inspections must be scheduled via MGO Connect.