

## **Mechanical, Electrical, Plumbing (MEP)**

Town of Herndon - Building Inspections  
777 Lynn Street 2nd Floor Herndon, VA 20170  
(703) 435-6850      [buildinginspections@herndon-va.gov](mailto:buildinginspections@herndon-va.gov)



### **PRE-APPLICATION REQUIREMENTS**

If this application is in conjunction with a building permit, the building permit must be issued prior to application for mechanical, electrical, and plumbing.  
All MEP work should be included in the building permit plans for approval. If not, you will need to submit a plan showing the proposed work.

### **REQUIRED DOCUMENTS**

The documents below must be included in the application package. Failure to include the following will result in your application being returned.

- Completed Mechanical, Electrical, or Plumbing Permit Application
- Virginia State Contractors License (if applicable)
- Owners Affidavit
- If this is in conjunction with a building permit and plans were not approved with the building permit plans, a plan must be submitted showing the proposed MEP work.
- If this is not in conjunction with a building permit a plan must be submitted showing the proposed MEP work.

\*Plans are not needed for exact replacements of appliances\*

### **HOW TO APPLY**

Email all of the required documentation and plans to [buildinginspections@herndon-va.gov](mailto:buildinginspections@herndon-va.gov)

### **WHAT'S NEXT**

Once your permit has been reviewed and approved by all Town agencies you will receive an email with payment instructions. Once payment is made, you will receive your permit(s) and approved plans by email.

**Mechanical Permit Application**  
**Town of Herndon – Building Inspections**  
 777 Lynn Street 2<sup>nd</sup> Floor, Herndon, VA 20170  
 Telephone (703) 435-6850  
 E-Mail: buildinginspections@herndon-va.gov



**BUILDING PERMIT #** \_\_\_\_\_

**JOB ADDRESS:** \_\_\_\_\_ **SUITE/FLOOR #:** \_\_\_\_\_

**GENERAL CONTRACTOR:** \_\_\_\_\_

**PROPERTY OWNER:** \_\_\_\_\_

**NAME OF TENANT/OCCUPANT:** \_\_\_\_\_

**PLEASE ENTER HOW MANY OF EACH YOU ARE ADDING/REPLACING/ALTERING.  
 IF IT DOES NOT APPLY, PLEASE LEAVE IT BLANK.**

**CONTRACT VALUE:** \$ \_\_\_\_\_

**EQUIPMENT VALUE:** \$ \_\_\_\_\_

Boiler	#	BTU
Low Press Steam	#	LBS
Minature	#	
Power Plus	#	HP
Dumbwaiter (pwr)	#	
Dumbwaiter (hand)	#	
Central Heat	#	BTU
Duct Work	Yes	No
Heat - Other	#	BTU
Heat Pump	#	Tons
Incremental Heat/AC	#	

Incenerator	#	LBS/HR
Manlift	#	
Oil Burn (Light)	#	
Oil Burn (Heavy)	#	
ADA Porch lift	#	
Refrigeration	#	Tons
Solar Heating	#	
Speace Heater	#	BTU
UST Tank	#	BTU
AST Tank	#	BTU
Unfire Pressure Vessell	#	
Unit Heaters	#	BTU

**CONTRACTOR INFORMATION**

**SUBCONTRACTOR:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **NAME:** \_\_\_\_\_

**VIRGINIA STATE CONTRACTORS LICENSE:** \_\_\_\_\_ **EXP. DATE:** \_\_\_\_\_

\*A contractor doing more than \$20,000 a year of work within the Town of Herndon must obtain a business license. Please contact 703-435-6813 if your business falls within this category.

**SUBMITTER/CONTACT INFORMATION**

**NAME:** \_\_\_\_\_ **TELEPHONE NUMBER:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_