



## Town of Odessa

315 Main Street., P.O. Box 111, Odessa, DE 19730  
302/378-2510 TownOfOdessa@gmail.com  
FIRST STATE INSPECTION AGENCY, INC.  
800/468-7338 inspections@FirstStateInspection.com

First State Inspection Agency is  
the exclusive Mechanical  
Inspector for the Town of Odessa.  
Please contact their office directly  
to schedule all inspections.

### MECHANICAL PERMIT/INSPECTION APPLICATION

Job Site Contact	Phone #	HVACR Permit #	Inspection Fee \$
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Project Address \_\_\_\_\_ Owner \_\_\_\_\_ Today's Date \_\_\_\_\_

Development \_\_\_\_\_ Lot # \_\_\_\_\_ Estimated Project Cost \$: \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

**New:**  Heating & Air Conditioning  Heating System Only  Geo Thermal System  Ductless Mini Splits  
 Thru the Wall Systems  Other Work: (Describe) \_\_\_\_\_

**Replacement:**  Heating  Air Conditioning  Heating & Air Conditioning

**Additions & Alterations:**  Heating  Air Conditioning  Heating & Air Conditioning

#### Residential

##### # of Zones

- \_\_\_\_\_ Single Family
- \_\_\_\_\_ Multi-Family
- \_\_\_\_\_ Town House
- \_\_\_\_\_ Condominium
- \_\_\_\_\_ Manufactured Homes
- \_\_\_\_\_ Modular Homes

##### # of Description

- \_\_\_\_\_ Addition/Alterations, (Single Zone)
- \_\_\_\_\_ Fuel-Fired Unit Heater
- \_\_\_\_\_ Space Heater
- \_\_\_\_\_ Decorative Appliance
- \_\_\_\_\_ Replacement of heating/cooling system

#### Non-Residential

##### # of Zones

- \_\_\_\_\_ Central Heating or A/C
- \_\_\_\_\_ Steam or Hot Water

##### # of Description

- \_\_\_\_\_ Duct Heater or Re-Heat coils \_\_\_\_\_ Cooking Hoods
- \_\_\_\_\_ Fuel-Fired unit heater \_\_\_\_\_ Exhaust Fans
- \_\_\_\_\_ Space Heater \_\_\_\_\_ Ventilation Fans
- \_\_\_\_\_ Decorative Appliance \_\_\_\_\_ Walk-In Cooler
- \_\_\_\_\_ Walk-In Freezer
- \_\_\_\_\_ Dairy/Deli Case

Appl. Signature _____	
Print Name _____	
Company Name _____	
Address _____	
City _____ State _____ Zip _____	
Prof. License # _____	Exp. Date _____

#### Additional Comments/Instructions:

SPACE BELOW FOR AGENCY'S USE ONLY	
Progress Status:	
<input type="checkbox"/> Rough	
<input type="checkbox"/> Progress	
<input type="checkbox"/> LKD	
<input type="checkbox"/> Incomplete	
<input type="checkbox"/> Violation <input type="checkbox"/> Other Side	
Inspectors Signature	Date
Invoice #:	Check #:
Invoice Date:	

v2026.01.15

\*\*\* All projects must undergo a Mechanical Plan Review and detailed construction documents are required to be submitted with this application. Plans must include all installation details and relevant Manuals. Stamped approved plans will be returned to you when the permit is approved. \*\*\*