



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 \$
---------------------	--	---------	--	----------------	----------------------

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 #: _____	
Invoice Date: _____	
Check #: _____	

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. ***