

Building and mechanical permits may be issued to (1) an identified licensed and insured contractor with the City of Jeffersonville and (2) a property owner performing work at his/her home. Property owners may obtain permits ONLY for work being performed at owner-occupied sites.

Owners of commercial property will not be granted permits for work being performed at commercial sites unless the property owner also is a registered contractor in the City of Jeffersonville.

Likewise, property owners will not be granted permits for work being performed on site of multi-family or rental properties. Nor will tenants be granted permits for work they intend to perform on properties at which they reside but do not own. In the case of tenants who are in a contract to purchase the property they currently rent, proper, legal documentation of their purchase agreement must be presented at the time application for a permit is made.

The Jeffersonville Building Commissioner reserves the right to (1) deny the issuance of a permit to any resident or property owner who fails to meet requirements and (2) revoke a homeowner-issued permit if inspections of work reveal substandard, unsafe or otherwise insufficient workmanship, thus resulting in the homeowner being required to hire a licensed contractor to seek a permit to correct and complete the work being performed.

• • • • •

I, \_\_\_\_\_, understand that doing HVAC (heating, air conditioning, duct and ventilation work) in my dwelling must be done in accordance with the current edition of the Indiana Mechanical Code and that I am solely responsible for the completion of this work in a manner that satisfies the requirements of the Jeffersonville Building Commission office and its inspectors.

By signing this affidavit, I hereby attest, in accordance with City of Jeffersonville Ordinance No. 2005-OR-71 :

- (1) I am the rightful owner of the property for which I am seeking to permit HVAC work.
- (2) I occupy the property for which I am seeking to perform HVAC work and I do not rent any part of this property to any individual(s) nor is it being used for any purpose other than as a single-family dwelling or as an unoccupied accessory structure.
- (3) I am not compensating a third party to perform the work for which I am seeking a permit, making me solely responsible for the adequate completion of the permitted work. I understand that my failure to complete this work in a manner deemed satisfactory by the Jeffersonville Building Commission could result in the revocation of permits and could require me to hire a registered, licensed and insured contractor to complete the necessary work in a satisfactory manner.

.....  
**ADDRESS OF WORK BEING PERFORMED**

.....  
**HOMEOWNER'S SIGNATURE**

**DATE**