



## TALBOT COUNTY DEPARTMENT OF PERMITS & INSPECTIONS

215 BAY STREET

SUITE 3

EASTON, MARYLAND 21601

[www.talbotcountymd.gov](http://www.talbotcountymd.gov)

PHONE: 410-770-6840

FAX: 410-770-6843

TTY: 410-822-8735

### NOTICE

Date: February 17, 2011  
To: HVAC Contractors  
From: Talbot County Permits & Inspections  
Subject: HVAC change outs – equipment and/or duct systems

Talbot County requires HVAC permits be pulled for system change outs for the following: system change outs and new ductwork. The permit fee is \$60 for the first unit and \$8 for each system thereafter. A load calc is required upon submitting for permit if the homeowner has lived in the residence for less than 2 years. If the homeowner has lived in the residence for more than 2 years, the HVAC contractor must draw up a letter for the homeowner to sign stating that they are happy with the performance of their current system (see example). Upon completion of the HVAC change out, please contact Middle Department Inspection Agency (MDIA) at 410-822-8300 to schedule the final electric inspection (will need HVAC permit number). Once the final electrical inspection has been completed, please call our office to schedule the final inspection on the system change out.

If you have any questions, please contact Larry Schuyler at 410-770-6840.

Thank you for your cooperation.

Sincerely,

Talbot County Permits & Inspections

**MAIN STREET HEATING AND AIR  
111 MAIN STREET  
ANYWHERE, USA 1111**

**PHONE: 555-555-1212  
FAX: 555-555-1213**

**Customer Name:** \_\_\_\_\_ **Date of Survey:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_

**Current equipment model:** \_\_\_\_\_ **Size:** \_\_\_\_\_

<b>How long have you lived here?</b>	_____ <b>Years</b>
<b>Has your current system performed satisfactorily?</b>	<b>Yes/No (please circle one)</b>
<b>Are there any rooms that are too cold?</b>	<b>Yes/No (please circle one)</b>
<b>Are there any rooms that are too hot?</b>	<b>Yes/No (please circle one)</b>
<b>Are you satisfied with the current location of this equipment?</b>	<b>Yes/No (please circle one)</b>

\_\_\_\_\_  
**Main Street Heating and Air Consultant** **Date:** \_\_\_\_\_

\_\_\_\_\_  
**Customer** **Date:** \_\_\_\_\_