

**MECHANICAL INSPECTION REQUEST  
State of New Hampshire**

**Office of Professional Licensure and  
Certification  
Mechanical Safety & Licensing  
7 Eagle Square  
Concord, NH 03301**

**Phone: (603) 271-2152  
Email: mechanical@oplcnh.gov**

**Inspection #**

*For office use only*

Amt Rec'd \_\_\_\_\_  
Ck # \_\_\_\_\_ Date \_\_\_\_\_  
By \_\_\_\_\_

*Please Print clearly. Fill-in completely.*

Today's Date \_\_\_\_\_

<b>LOCATION OF INSPECTION</b>	<b>APPLICANT</b>
Name _____	<input type="checkbox"/> Contractor <input type="checkbox"/> Owner <input type="checkbox"/> Master Plumber <input type="checkbox"/> Fuel Gas Fitter
Number and Street _____	Name _____
City _____ State _____	Company _____
Phone _____ Zip _____	Address _____
Cell _____	City _____ State/Zip _____
FAX _____	Phone _____ Cell _____
E-Mail _____	E-Mail _____
	License or Certificate# _____ FAX _____

<b>PROPERTY OWNER INFORMATION</b>	<b>TYPE OF PROJECT</b>
Name _____	<input type="radio"/> One- and Two- Family Residential <input type="radio"/> New
Address _____	<input type="radio"/> Multi-Family Residential <input type="radio"/> Alteration
City _____ State _____	<input type="radio"/> Commercial/Industrial <input type="radio"/> Re-inspection
Phone _____ Zip _____	<input type="radio"/> Manufactured Home
Fax _____	<input type="radio"/> School
E-Mail _____	<input type="radio"/> State-Owned Building

<b>Cost of work: \$</b> _____ <i>Actual amount</i>	<b>TOTAL FEE ENCLOSED: \$</b> _____ <i>As calculated on back</i>
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**APPLICANT SIGNATURE** ☆ \_\_\_\_\_ **DATE** \_\_\_\_\_  
*Signature of Licensee or Homeowner (Homeowner must also sign below)*

**"I acknowledge that under RSA 641:3 knowingly making a false statement on this form is a misdemeanor.  
I certify that the information I have provided on all parts of this form is complete and accurate to the best  
of my knowledge and belief."**

**HOMEOWNER AFFIDAVIT** I hereby certify the mechanical work described on this application shall be installed by myself in my own residence in which I am living or about to occupy. All work shall be installed in accordance with the state building code and shall not be enclosed, covered up or put into operation until it has been inspected and approved by the mechanical inspector. I will cooperate with the plumbing inspector and \_\_\_\_\_

☆ \_\_\_\_\_ **DATE** \_\_\_\_\_  
**Signature of Homeowner**

Inspection Record:	Underground	Rough-in	Finish	Other
Date				
Inspector				
IR/CN#				
Notes				

**MECHANICAL INSPECTION REQUEST  
Information**

**Work Sheet**

The inspection fee shall be computed on the dollar value of the mechanical installation, including time and materials, whether they are provided by the contractor or property owner.

**General** All mechanical installations shall be in conformance with the State Building Code of New Hampshire. No work shall be concealed before it is inspected.

**Expiration of Inspection Request** An Inspection Request remains valid as long as work is progressing and inspections are requested and conducted. An Inspection Request shall become invalid if the work is suspended or abandoned for a period of 6 months after the last inspection. An Inspection Request Form will be cancelled when no inspections are requested within 6 months of the date of request. Cancelled Inspection Requests cannot be refunded or reinstated.

**Minimum notice of 3 business days** required for all inspections. Call the Mechanical Licensing Board to schedule an inspection.

**Manufactured or modular buildings** shall be inspected in one trip only.

**Fees** are to be paid in full prior to an inspection. Inspection fee covers underground rough-in, above-ground rough-in, and finish inspections.

**Minimum inspection fee** \$75

**Re-inspection fee** 10% of the calculated inspection fee, but not less than \$100 nor more than \$500.

**Additional fee** Required when the applicant requests an additional inspection or when the material/labor costs exceed the original figure estimated.

**Make checks payable to:** "Treasurer, State of New Hampshire". Credit cards are not accepted unless in person.

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If cost of job is between  
**\$0.01- \$100,000**  
enter cost here: \$ \_\_\_\_\_  
Multiply by 1.2%:        x 0.012  
TOTAL \$ \_\_\_\_\_  
**INSPECTION FEE** \$

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If cost of job is between  
**\$100,000.01 - \$300,000**  
enter cost here: \$ \_\_\_\_\_  
Subtract:        - \$100,000  
Sum: \$ \_\_\_\_\_  
Multiply by 0.05%:        x 0.005  
Sub Total: \$ \_\_\_\_\_  
Add:                \$1,200  
TOTAL: \$ \_\_\_\_\_  
**INSPECTION FEE** \$

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If cost of job is more  
than **\$300,000**  
enter cost here: \$ \_\_\_\_\_  
Subtract:        - \$300,000  
Sum: \$ \_\_\_\_\_  
Multiply by 0.03%:        x 0.003  
Sub Total: \$ \_\_\_\_\_  
Add:                \$2,200  
TOTAL: \$ \_\_\_\_\_  
**INSPECTION FEE** \$

**Sample 1:** Actual cost of installation is \$50,000.  
 $\$50,000 \times 0.012 = \$600$   
**= \$600 Inspection Fee**

**Sample 2:** Actual cost installation is \$235,000.  
 $\$235,000 - \$100,000 = \$135,000 \times 0.005 = \$675 + \$1,200 = \$1,875$   
**= \$1,875 Inspection Fee**

**Sample 3:** Actual cost of installation is \$482,000.  
 $\$482,000 - \$300,000 = \$182,000 \times 0.003 = \$546 + \$2,200 = \$2,746$   
**= \$2,746 Inspection Fee**