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Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 03/30/17

Department of Permitting and Inspections

HVAC / Power Equipment Application & Checklist

All of the following information is required and must be submitted. Checking off each item as you prepare your application package will ensure your package is complete and will help to expedite the permitting process.

Is this an EXACT replacement? (ie: SAME PRODUCT in the SAME LOCATION?)
If so, you do NOT need to provide any plans, etc, just the application form.
(NOTE: a final inspection is still a requirement)

- ☐ A floor plan that includes structural details, size and dimensions of the floor and location where the equipment is going to be installed.
- ☐ Information on how the unit is being vented & hanging details if appropriate.
- ☐ Details of the specific equipment being installed; ie; specifications and any heating technical specifications. (Often this information can be obtained from the manufacturer's spec sheet or retail advertisements.)
- ☐ A plot plan showing the shape and dimension of the lot, with the distance from the actual property lines, and the principal structure, or structures, may be required if venting to the outside.
- ☐ Proof of ownership is required if it is inconsistent with the assessor's records.
- ☐ All documents as individual PDFs and named appropriately

*** All HVAC installations shall comply with applicable state and local codes. ***

Separate permits are required for plumbing and electrical installations, as required.

Separate permits are also required based on different properties
(Different Chart, Block and Lot.)

Permit Fee: $25.00 for the first $1000.00 construction cost, $15.00 per additional $1000.00 cost

This is not a Permit; you may not commence any work until the Permit is issued.

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