



Development Services Department
 Building Inspection Division
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NON-RESIDENTIAL HVAC UNIT REPLACEMENT PERMIT SUBMITTAL CHECK LIST

Please use this check list to determine information needed for a complete permit application.

Plan check submittal will not be accepted at the Permit Center unless all information is complete, including the plan check fee and this checklist.

- Completed building permit application, [Mechanical contractor or owner-builder] and payment for plan check fees, when applicable.
- 2 copies of the premises site plan is required with all submittals that shows the location of the existing and new equipment, whether roof top or ground mounted, and existing roof access location.
- Existing equipment specifications that include: the unit weight, current electrical and gas supplies, (See Equipment Schedule below).
- New equipment specifications that include: the unit weight, (less than or equal to existing unit weight), electrical and gas requirements consistent with existing utilities, (See Equipment Schedule below).
- Identify whether or not the existing roof curbs will be utilized. [Provide partial roof framing plan for new roof curbs, heavier new unit, or new roof openings].
- Seismic restraint design per CBC §1613 (As Applicable). Provide details for all connections.
- Completed 2016 Building Energy Efficiency Standards NON-RESIDENTIAL energy forms.
 (http://energy.ca.gov/title24/2016standards/nonresidential_manual.html)

MECHANICAL EQUIPMENT SCHEDULE:

MFR Name, Model # & Fuel Type	CFM Rating ¹	Unit WT	# of Systems	Unit Location ²
Existing Equipment to be Replaced:				
New Equipment:				

1) Air Handling Systems consisting of one or more units with combined air movement > 2000 C.F.M. require supply duct smoke detection and auto shutdown. 2016 CMC 608.0
 2) Roof top, ground mounted, other.