



# Commercial A/C Change-Out Permit Guidelines

\*Commercial Change-Outs that are over 5 tons need to be placed in tracking area for review. This is for a single unit installation or replacement, not combined 2 or more units that together equal over 5 tons.

For New Mini-Split Systems a separate Electrical Misc permit is required to be pulled by an Electrician

## **A/C Contractor or Owner/Builder may apply for permit**

- Trade application.
- Two (2) copies of HVAC Data Sheet.
- Owner Builder Affidavit (if homeowner).
- NOC required if value is \$7500 or greater.

### **Description:**

- Business name, Unit #, Scope of work (i.e. disconnect and reconnect (example; 53 roof top a/c units) and manufacturer
- **Route to: OFFICE USE ONLY**  
Must route for review if over 5 tons.
- Any duct changes must be routed to Mechanical Review

### **Processing: OFFICE USE ONLY**

- Type: Air Conditioning
- Subtype: Commercial

### **Inspections:**

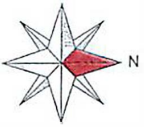
- Notice of Commencement (NOC) 10
- HVAC Final (042) 20
- Fire Final Misc Non 1 & 2 (remove if Fire N/A's the review)
- Varies depending on scope of work

### **Fees:**

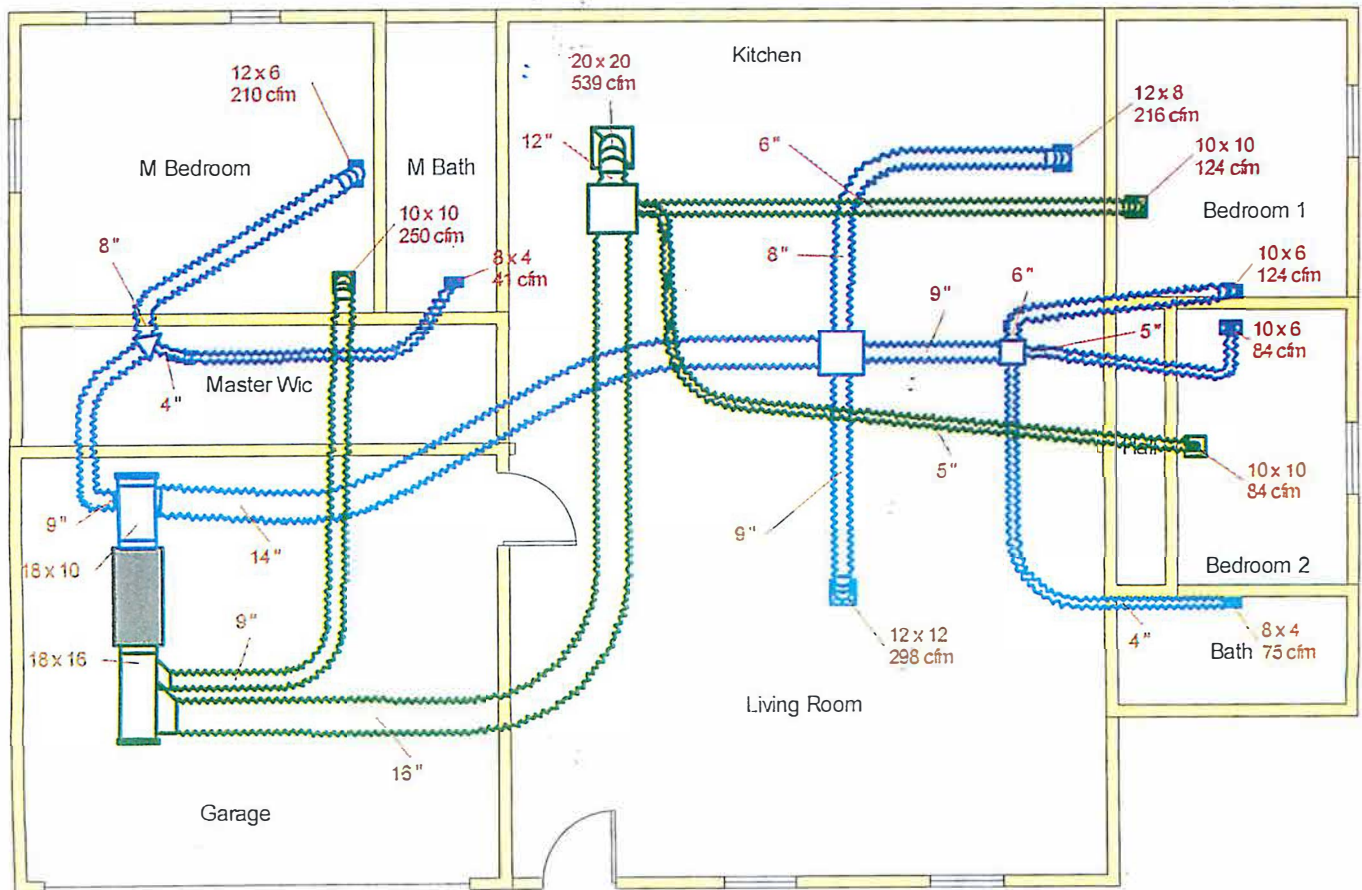
- A/C Change Out \$ 75.00
- Surcharge YES

### **Expiration:**

- Six (6) months



# Example Duct Plan



### Minimum Requirements:

- Floor Plan of business (rooms)
- Location of Air Handler
- Complete Layout of Supply Ducts
- Complete Layout of Return Ducts
- Location of Supply/Return Grilles