



A/C Change-Out Permit Guidelines - Residential

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

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

For Equipment only:

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

For Equipment and Duct Work:

- Trade Application
- Two (2) copies of HVAC Data Sheet
- Duct Certification
- Two (2) copies of Duct Plan

For Duct Work only:

- Trade Application
- Two (2) copies of HVAC Data Sheet
- Two (2) copies of Duct Plan

Description:

- Type of system (i.e. split system), seer, tonnage and kw and manufacturer

Route to: OFFICE USE ONLY

CSR to approve over the counter

(CSR to stamp HVAC Data Sheet with application processed stamp; compliance to be verified at time of inspection).

Processing: OFFICE USE ONLY

- Type: AC Change Out
- Subtype: Residential

Inspections:

- Notice of Commencement (NOC) 10
- HVAC Final (042) 20
- HVAC Rough (012) (if duct work is being done) 20

Fees:

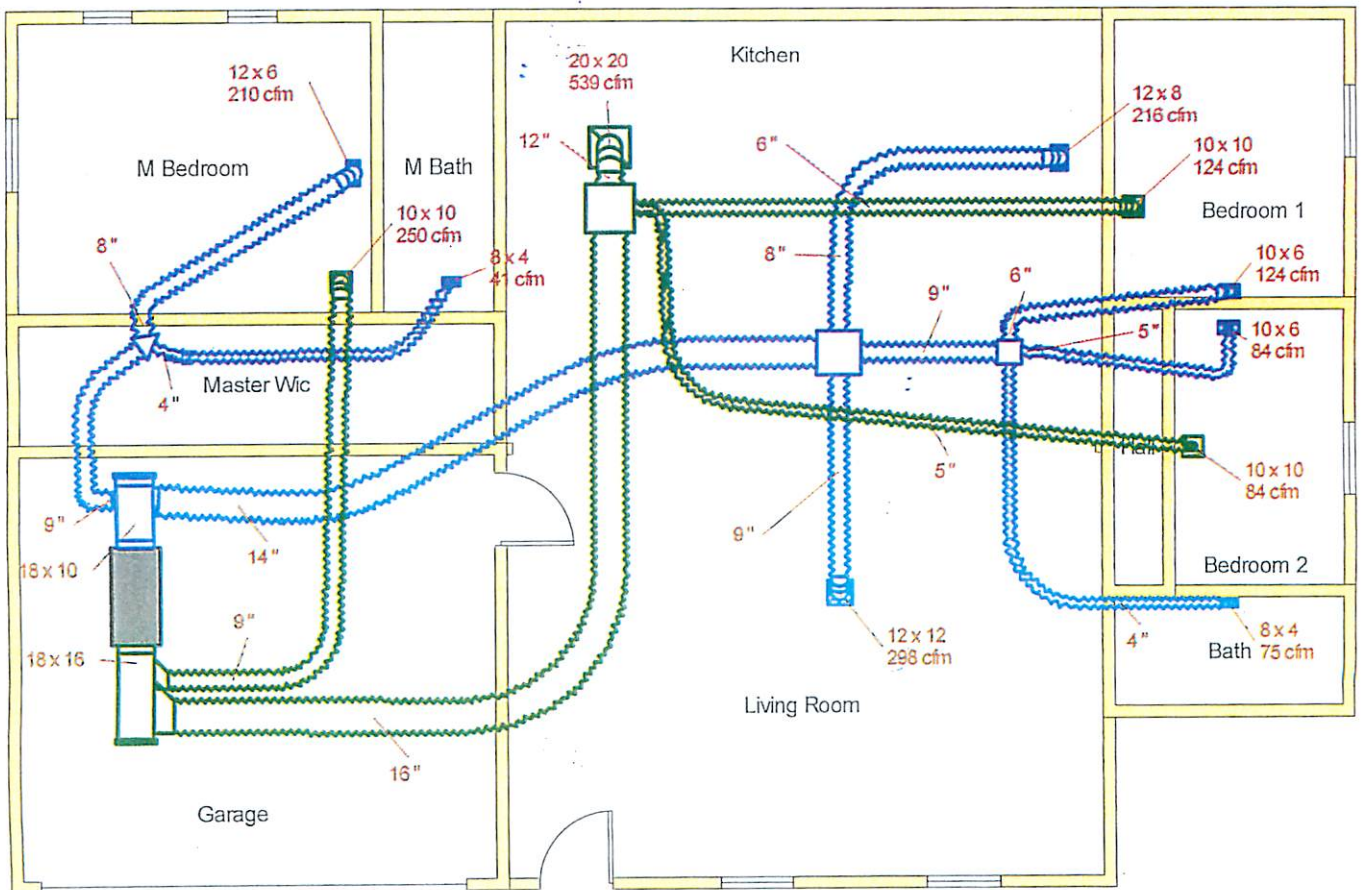
- A/C Change Out \$ 75.00
- Surcharge YES

Expiration:

- Six (6) months



Example Duct Plan



Minimum Requirements:

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