



## **A/C Change-Out Permit Guidelines - Residential**

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

### **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 Manual "D"

For your reference the Manual "D" is not a document we provide, this is a drawing that is provided by the contractor to show the duct layout, new and existing.

The Duct Certification does not need to be presented at the front counter at time of submittal but must be on the job site at time of inspection for the inspector.

- If any new duct work is added or modified, other than the plenums that connect directly to the equipment, then the "Duct Certification" and Manual "D" are also required.

### **For Duct Work only:**

- Trade Application
- Two (2) copies of HVAC Data Sheet
- Duct Certification
- Two (2) copies of Manual "D"
  
- If a permit is pulled for duct work only, then the "Duct Certification" and Manual "D" are required.

### **Description:**

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

### **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).



## A/C Change-Out Permit Guidelines – Res. (cont'd)

### **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 \$ 100.00
- Surcharge YES

### **Expiration:**

- Six (6) months