Walk-In Cooler - Commercial Permit Guidelines

**ALWAYS a stand-alone permit. Walk-in cooler will NOT be included in remodel, addition or new construction permits**

*Inside (sealed plans not required)
*Outside (sealed plans required)

Applied for by Mechanical Contractor
- Miscellaneous application
- Four (4) copies of floor plan showing location of walk in cooler, location of condensing unit and condensate drain termination.
- Four (4) copies of electrical layout.
- Four (4) copies of cooler installation details and specs.
- Four (4) copies of site plans showing all setbacks. (if exterior cooler)
- Certified copy of recorded Notice of Commencement if value $2500 or greater

Description: OFFICE USE ONLY
Business name, unit #

Route to: OFFICE USE ONLY
- Mechanical: Fire
- Electrical: Building/Zoning (if outside)

Processing: OFFICE USE ONLY
- Permit Type: Walk in Cooler
- Subtype: Commercial or Commercial W N/C

Inspections:
- Notice of Commencement (NOC) 10
- Electric rough (010) 20
- HVAC – Cooler Rough (616) 20
- Electrical Cooler Final (615) 20
- HVAC – Cooler Final (617) 30

Fees:
- Building $461.00
- Surcharge YES
- SDR varies (exterior only)

Expiration Date:
- Six (6) months if not associated with an open remodel, addition or new construction permit.
- Five (5) years if associated with an open remodel, addition, or new construction permit.

*These requirements are the same for walk-in-freezers and any other refrigeration system that have remote condensing units.

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