

ADDRESS _____ PERMIT # _____

Checklist for Submittal for HVAC Change Out
(Must be done by a contractor)

REQUIRED:

(PLEASE CHECK ONE) **Residential** **Commercial** **Industrial**

CBC 2016 BUILDING CODES

- Completed Building Permit Application with **Scope of Work**
- Plans and/or Drawings – (3) sets * – (Commercial/Industrial Only)
- **Carbon Monoxide Detectors:** State of California and **current Building Codes require** installation of carbon monoxide detectors for **ALL** building permits exceeding \$1,000.00 by final inspection.** (applies to single-family, multi-family, rentals, hotel and motel dwelling units)
 - Letter given to applicant
 - Signed letter returned to city
- Contractor Information and State Contractors License # _____ must be verified
- Current City Business License # _____
- Description needs to include A/C Size _____ (2 Ton, 3 Ton etc.)
- Description needs to include Heating BTU’s _____ (48k BTU’s, 80k BTU’s etc.)

Residential:

- Contractor must provide a completed CF-1R form prior to permit issuance and a CR-6R HERS report at Final.

Commercial/Industrial:

- Contractor must provide a completed Mech-1C-ALT-HVAC form prior to permit issuance and a Mech-4-HERS report at Final.

IF APPLICABLE:

- HOA Approval Letter
- Submittal Fee (Commercial/Industrial) \$ _____ (to be determined)
(City use: check _____ debit/charge _____ cash _____)

***ALL 36X24 PLANS MUST INCLUDE (1) 11X17 PLAN AT SUBMITTAL**