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