

Commercial HVAC Replacement Permit Checklist

Gas or Electric Equipment? _____
Old Unit BTU/tons _____ Max amp _____ Overcurrent Protection _____
% Efficiency/SEER _____ Location of unit _____

New Unit BTU/tons _____ Max amp _____ Overcurrent Protection _____
% Efficiency/SEER _____ Location of unit _____

What method was used to size the replacement equipment? _____

120 volt GFCI convenience outlet located within 25 ft of unit? _____

Disconnect location _____ Refrigerant locking caps required _____

Commercial Roof Top Units:

Changes needed for curbing support on roof? _____
Ht above grade? _____ per OMC 306.5, if greater than 16 ft, permanent ladder required

Structural Safety OMC 302.1: Weight Old Unit _____ Weight New Unit _____

What are the working clearances? OMC 306.1 _____ Distance to roof edge _____

Describe condensation discharge: OMC 307 Primary _____ Secondary _____

Duct Work Changes? _____ If yes, provide plans

Combustion Air and Exhaust Vent: materials, location _____

Duct Work Insulation R values? _____
Commercial supply and return duct insulation per IECC 503.2.7 min R-5 unconditional areas, min R-8 outside areas

Smoke Detectors required OMC 606.2? _____ Fire/Smoke Dampers required OMC 607? _____

Any gas piping replaced _____