



Building Permit Application Checklist

(F) Residential & Non-Residential - HVAC only

Permit #: _____ Completed by: _____ Date: _____

Project Location: _____

Application May Not Be Processed Until All Outstanding Information Is Submitted

***** Note to Applicants *****

Failure to submit outstanding information will result in a delay in the processing of this application.

This form summarizes the list of requirements that must be fulfilled prior to the issuance of the above noted building permit. Every attempt has been made to provide a complete list at the time of application. However, should the requirement for additional documents and/or approvals be determined during the processing of this application you will be notified. For more detailed information, please contact the agency directly.

Permit applications may be rejected where they are incomplete or of insufficient quality.

***** Office use only *****

A check “√” in the REQ'D column signifies that the document/approval is required and must be submitted by the applicant for review prior to permit issuance. An “X” in the REQ'D column signifies that the document/approval is deemed not required.

A corresponding check “√” in the REC'D column signifies that that required document/approval was submitted for review at the time of application. A corresponding circle “X” in the REC'D column signifies that that required document/approval was not submitted at the time of application and is an outstanding requirement prior to issuance.

***** Office Use *****

| Documentary Requirements | REQ'D | REC'D |
|---|-------|-------|
| Application for a Permit to Construct or Demolish | | |
| Schedule 1 on Designer Information (Mechanical – if applicable) | | |
| Mechanical Drawings ** with the qualified designer's name, BCIN#, signature, and a statement that the qualified designer has reviewed and taken responsibility for the design activities | | |
| Residential – HVAC Layout with general notes and legend | | |
| Heat loss and gain calculations | | |
| Residential Mechanical Ventilation Design Summary | | |
| *Refer to Checklist (N) for Geothermal Heating & Cooling System requirements | | |
| Non-residential – HVAC layout with general notes and legend | | |
| HVAC calculations | | |
| Specifications (including equipment schedules) | | |
| Additional Documentation Identified to be Required at time of Application: | | |
| 1. _____ | | |
| 2. _____ | | |
| 3. _____ | | |
| 4. _____ | | |