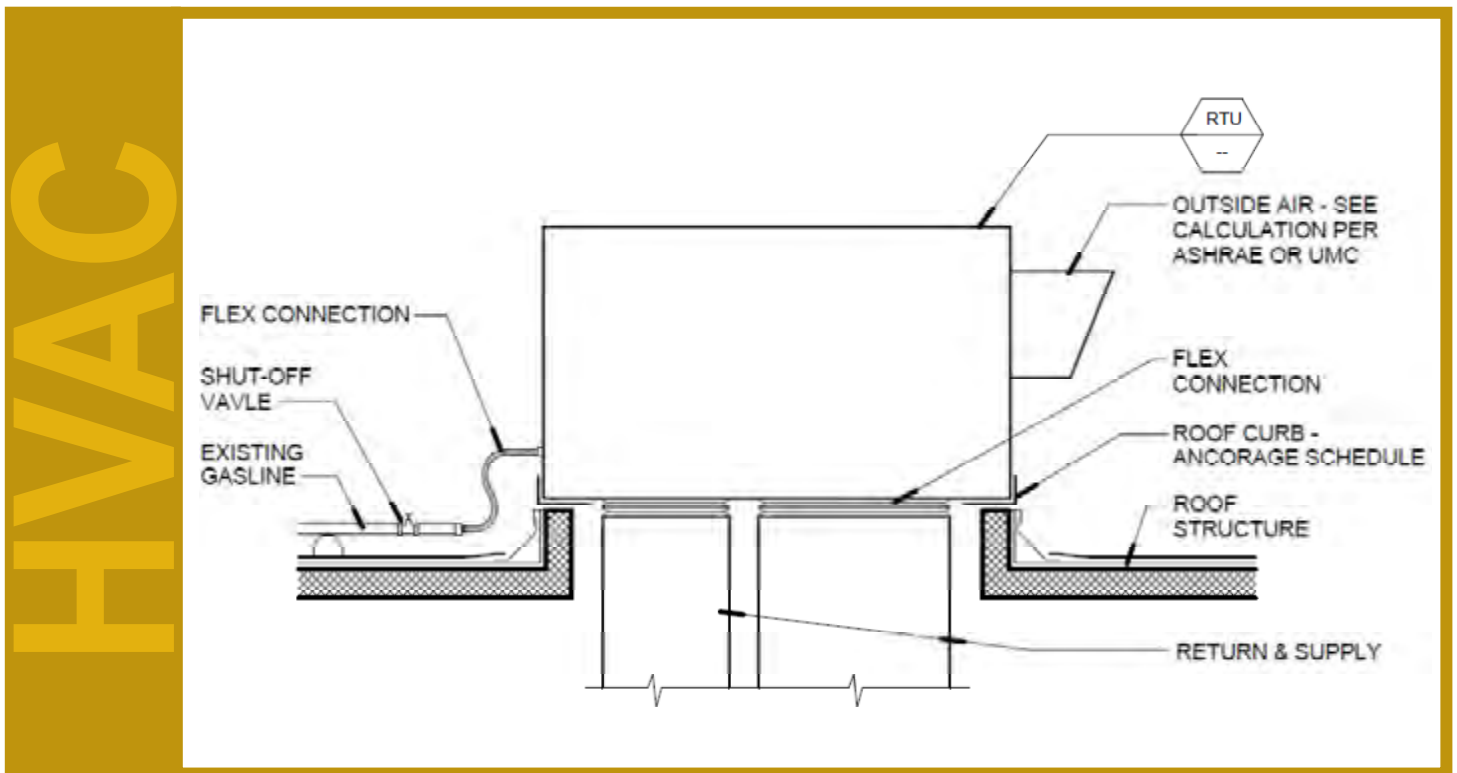


# Building Permit Checklist

## Permit Submittal Checklist For Commercial Rooftop HVAC System Replacements

### Requirements for Units Replaced in the Same Location

- A completed commercial application. No other applications will be accepted.
- A site plan. Either CAD or hand drawn.
- Manufacturer's specification sheets that note the weight of unit input BTU's, model number, voltage and amps required, etc.
- Anchorage details of unit to adaptor curb & adaptor curb to roof curb. Or unit to roof curb. Please provide a simple drawing that shows the size of screws & the spacing of the screws.
- A roof plan that shows the size of the existing and or new gas line to the unit.
- The amount of ventilation air that is being provided along with the appropriate calculation from the Uniform Mechanical Code or ASHRAE 62.
- The weight of the old unit. If the new unit weighs 5% more than the old unit structural calculations are required to be provided with the submittal.
- Screening may be required per Planning Division.



HVAC