

**Steps to obtain a HVAC Permit for  
New Commercial Buildings, Additions and Remodels  
(Replacements only need to submit an application)**

1. Fill out building permit application. (Your project may need State Approval and/or be designed by a licensed Architect, Engineer or Designer. See Q&A.)
2. Submit an HVAC plan. The plan shall be to scale and include
  - a. Floor Plan
  - b. HVAC distribution plan
  - c. Location of equipment (Include an Equipment Schedule)
  - d. Indicate any fire dampers, fire wraps, fire suppression
3. Provide heat loss/gain calculations.
4. Provide ventilation rates and necessary combustion air for equipment.
5. Drop off information and pay for the permit. Your information will be reviewed and if the inspector has questions or needs more information you will be contacted. Once all information is approved we will mail your permit or if you would rather you can pick it up. Once the permit is received you may start work on your project.
6. Please be sure to look at your permit and note the Required Inspections. We ask that you call at least one day in advance to request an inspection. Failure to call for an inspection may cause delays in your project and you may be subject to fines.

(The applicant can also make an appointment with an inspector if there are any questions or further explanation needed.)