



HVAC REPLACEMENT **PERMIT SUBMITTAL REQUIREMENTS**

Updated 12/29/2020

All commercial HVAC replacements require a form plan review and Planning approval. These are not an over the counter permit.

1. [Permit application](#). (The applicant is the person applying for the permit not the contractor)
 - a. Provide a clear scope of work
 - b. Ensure the application is legible.
2. Letter of authorization on company letterhead authorizing the individual applying for and obtaining the permit on the company's behalf.
3. Method of payment – utilize the [credit card authorization form](#) available on the Building page.
4. 2019 CEC Energy Documentation.
5. Elevation drawings showing the location of all roof mounted equipment and screening.
6. Electrical line diagrams.
7. Framing – Roof Layout.
8. Site plan showing location of ground mounted equipment and setbacks to property lines and other structures on the property.
9. Structural Calculations for equipment weighing 400 lbs. or more.

Fees: Please refer to the [fee schedule](#).

Email these items to building2@ci.pinole.ca.us