



HVAC REPLACEMENT PERMIT SUBMITTAL REQUIREMENTS

Updated 12/16/2020

In-place replacement of existing furnace same location and / or in-place replacement of existing air condensers same location:

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

Replacement of existing furnace same location and ADD ON (N) air condenser:

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. Site plan showing where the new condenser is to be located. It must adhere to the setback requirements of the zoning ordinance. *A single-family dwelling must have one side yard with a minimum 4' unobstructed path to the front yard to the rear yard. The second side yard may have a condenser placed if the condenser is three (3) feet from the property line.*

Remove wall heater, install new central HVAC

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. Single line diagram of gas line to be installed. If the line serves more than the furnace all appliances served, length of pipe and BTU's need to be provided. Please refer to the [Gas Line Calculation Sizing Handout](#).
6. Site plan showing where the new condenser is to be located. It must adhere to the setback requirements of the zoning ordinance. *A single-family dwelling must have one side yard with a minimum 4' unobstructed path to the front yard to the rear yard. The second side yard may have a condenser placed if the condenser is three (3) feet from the property line*

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

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