HVAC CHECKLIST (2 pages)

Air Conditioner
△ Must have approval from Zoning prior to submitting to Construction
  ● Application, payment, two (2) copies of current survey
    ○ Size, location, and mounting height of unit must be specified on survey.
  ● Must comply with the minimum principal building setbacks
  ● Must include proposal to screen generator on all four sides as per Section 30-8.24
△ Construction Permit Jacket (inside signed)
△ Small Construction Form
△ Electrical Technical Section
△ Plumbing Technical Section (condensate drain, coil, condenser)
△ Building Technical Section (if new ductwork is to be installed and/or elevated platform)
△ Copy of Home Improvement Contractors Registration
△ Elevated Platform requires drawings and elevation information
△ Brochure for Unit
△ Owners Affidavit

△ Inspections for Air Conditioner Installation
  ○ Final Electric
  ○ Final Plumbing
  ○ Final Building

Furnace
△ Construction Permit Jacket (inside signed)
△ Small Construction Form
△ Electrical Technical Section (switch)
△ Plumbing Technical Section
△ Fire Technical Section (Gas Appliance)
△ Gas Pipe Diagram or Fuel Oil Line Diagram
△ Heat Loss Calculations (New installations only)
△ Building Technical Section (if new ductwork is being installed) –or–
△ Chimney Verification
△ Copy of Home Improvement Contractors Registration
△ Brochure for Unit

△ Inspections for Furnace Installation
  ○ Gas Piping – Plumbing
  ○ Final Electric
  ○ Final Plumbing
  ○ Final Fire
  ○ Final Building

If CSST is being used, make a note on both the plumbing and electric technical sections and provide a copy of your CSST Certification.
Boiler
- Construction Permit Jacket (inside signed)
- Small Construction Form
- Electrical Technical Section (switch)
- Plumbing Technical Section
- Fire Technical Section
- Chimney Verification
- Gas Pipe Diagram (length of run, size of pipe, and BTU’s of everything on the line)
- Heat Loss Calculations
- Copy of Home Improvement Contractors Registration
- Brochure for Boiler
- Bonding of CSST if applicable (copy of CSST certification must be submitted)

- Inspections for Boiler Installation
  - Gas Piping – Plumbing
  - Final Electric
  - Final Plumbing
  - Final Fire

Water Heater
- Construction Permit Jacket (inside signed)
- Small Construction Form
- Electrical Technical Section (electric hot water heaters only)
- Plumbing Technical Section
- Fire Technical Section (only if vent is replaced)
- Chimney Verification
- Copy of Home Improvement Contractors Registration
- Brochure for water heater

- Inspections for Water Heater Installation
  - Final Electric
  - Final Plumbing
  - Final Fire

Tankless Water Heater
- Construction Permit Jacket (inside signed)
- Small Construction Form
- Electrical Technical Section
- Plumbing Technical Section
  - Gas Piping diagram
- Fire Technical Section
- Chimney Verification
- Copy of Home Improvement Contractors Registration
- Brochure for tankless water heater

- Inspections for Water Heater Installation
  - Plumbing – Gas Piping
  - Final Electric
  - Final Plumbing
  - Final Fire

If CSST is being used, make a note on both the plumbing and electric technical sections and provide a copy of your CSST Certification.