

ADDRESS _____ PERMIT # _____

Checklist for Submittal for HVAC Change Out
(Must be done by a contractor)

REQUIRED:

- Completed Building Permit Application with **Scope of Work**
- **Carbon Monoxide Detectors**: State of California and **2013 Building Codes** (R315) **require** installation of carbon monoxide detectors for **ALL** building permits exceeding \$1,000.00 by final inspection.**
 - Letter given to applicant
 - Signed letter returned to city
- Current City Business License
- Contractor Information and State Contractors License must be verified
- Description needs to include A/C Size _____ (2 Ton, 3 Ton etc.)
- Description needs to include Heating BTU's _____

Residential:

- Contractor must provide a completed CF-1R form prior to permit issuance and a CR-6R HERS report at Final.

Commercial:

- Contractor must provide a completed Mech-1C-ALT-HVAC form prior to permit issuance and a Mech-4-HERS report at Final.

IF APPLICABLE:

- HOA Approval Letter