

Commercial Like for Like HVAC Unit Change Out Checklist

Applicant's Name:	Phone:
Project Address:	Email:

Unit Information	Existing Unit:	Purposed Unit:
Weight:		
BTU Rating:		
Minimum Circuit Ampacity:		
Maximum Overcurrent Protection:		

NOTE: This form is not valid when engineered calculations are required for the HVAC change out. Engineered calculations are required if the new HVAC units weigh more than 400 lbs. and/or the new unit weight exceeds the existing unit weight by 5%. If calculations are required, the permit may qualify for over-the-counter (OTC) review. See form CDD-0114 for Criteria for OTC Review.

2016 Building Energy Efficiency Standards Forms:

NRCC-MCH-01-E

And

NRCC-MCH-05-E

Roof Plan:

Roof plan clearly communicating the location of the unit/units to be replaced (Google Earth Shot of roof is acceptable).

Or

Unit/units is/are identified in the work description (e.g. change out RTU#3)