DEVELOPMENT SERVICES DEPARTMENT
Building Safety Division

Checklist for Mechanical Revision to Approved Plans

Project Name: _____

What is required to change HVAC units only?

- ☐ HVAC Equipment Certification
- ☐ Revised Energy Calculations
- ☐ ARI Certification for all HVAC units

What is required for other residential mechanical plan updates?

- ☐ 1 completed Permit Application
- ☐ 1 copy of the original approved construction drawings
- ☐ 2 copies of revised plans
- ☐ Energy Calculations for each home configuration
- ☐ Copy of Permanent Certificate per 2006 IRC N1101.8 and 2006 IECC 401.3
- ☐ ARI Certification for all HVAC units

Energy Calculation Submittal Requirements:

Energy Calculations detailing compliance of the design with the 2006 IECC. Examples of acceptable energy calculations would be those generated by either REScheck or REM/Rate. REScheck is free software available from the U.S. Department of Energy at http://www.energycodes.gov

For REScheck, provide the Compliance Certificate and Inspection Checklist generated by the software.

For REM/Rate, provide the 2006 IECC 401.3 Compliance Certificate and the Building File Report generated by the software.

Energy Efficiency Certificate:

2006 IRC Section N1101.8 and 2006 IECC 401.3 requires that a permanent certificate completed by the builder or the Registered design professional for the home be posted in or on the electrical panel. This certificate must contain the predominant R-values for the installation installed in or on the ceiling/roof, walls, foundation (slab, basement wall, crawl space wall and/or floor) and ducts outside conditioned spaces; U-factors and solar heat gain coefficient (SHGC) of fenestration; and the type and efficiency of the heating, cooling, and service water heating equipment.

ARI Certifications:

ARI Certifications are required for plan approval if unit manufacturer(s) and model(s) are specified. If only capacity (Tonnage, BTU heating and cooling) and efficiencies (EER, SEER, HSPF) are provided then ARI certification for the actual units installed must be available on site for the review of the Inspector.

Revised Plans:

With revised plans provided a narrative detailing the changes made and the page numbers of the drawings that are replaced by the revised drawings.