

<b>Full Service Center</b> 827 7th Street, Room 102 Sacramento, CA 95814 <i>M-F 8:30am - 4:30pm</i>	<b>East Area Service Center</b> 5229 Hazel Avenue, Suite B Fair Oaks, CA 95628 <i>M-Tu. 9:00am - 4:00pm</i>
<b>Bradshaw Center</b> 9700 Goethe Road, Suite A Sacramento, CA 95827 <i>M-F 8:30am - 4:30pm</i>	<b>North Area Service Center</b> 3331 Peacekeeper Wy, Suite 100 McClellan, CA 95652 <i>W-Th. 9:00am - 4:00pm</i>

## Permit Requirements for Replacement of Commercial HVAC Units

To expedite the permit processing and inspection of replacement commercial Heating, Ventilation and Air Conditioning (HVAC) units, the following policy will be followed.

### Permit Application:

- a) A MISC (miscellaneous permit) application will be completed by the applicant.

Submittal Documents: Two sets of plans, minimum eighteen by twenty-four inches in size, showing the following:

- a) Map location of the project.
- b) Location and identification of each HVAC unit being replaced.
- c) Equipment schedule showing complete specifications of the new unit(s) and complete specifications the unit(s) being replaced.
- d) Energy code documentation as required by the 2016 California Energy Code.
- e) Replacement HVAC units that exceed the weight of the existing unit by more than five percent will require structural engineering analysis and design by a California licensed engineer. Structural details must be on a minimum 18" by 24" plan; however, structural calculations may be 8-1/2" by 11". Structural calculations and details must be stamped and signed by the engineer.

Plan Review: The permit application, plans and other documentation will be reviewed and approved by BPI inspectors and/or engineers.

- a) Every effort will be made to provide over-the-counter review; however, this is not guaranteed pending staff availability.