

## HVAC Unit Change-Out Like for Like on Commercial Buildings Checklist

<b>Applicant's Name:</b>		<b>Phone:</b>	
<b>Project Address:</b>		<b>Email:</b>	

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

**NOTE:**

1. This form is not valid when engineered calculations are required for the HVAC change out.
2. Engineered calculations are required if the new HVAC units weigh more than 400 lbs. (Exemption 6a of ASCE 7 §13.1.4)
3. Engineered calculations for the supporting structure (i.e. roof framing, etc.) are required if the new unit weight exceeds the existing unit weight by 5% per [BS] 502.4 OF CEBC and the new HVAC unit weighs more than 400lbs.
4. If calculations are required, the permit may qualify for electronic over the counter (EOTC) review. See form CDD-0114 for Criteria for EOTC Review.

**2022 Building Energy Efficiency Standards Forms:**

☐ CEC-NRCC-MCH-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(s) is/are identified in the work description (e.g. change out RTU#3)