City of SACRAMENTO
Community Development

300 Richards Blvd., 3rd Floor
Sacramento, CA 95811

Help Line: 916-264-5011
www.cityofsacramento.gov/cdd

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

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

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

NOTE:

1. This form is not valid when engineered calculations and/or electrical plans 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.
5. Electrical plans are required when the minimum ampacity increases.

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)