

OTC MECHANICAL PERMIT



CITY OF HEMET DEPARTMENT OF LIFE SAFETY HVAC CHANGE OUT

Types: 1. Residential 2. Commercial

Building Permit Requirements

General Information

Permits may be obtained through one of the following:

- The Property Owner or his/her Insured California State Licensed Contractor:
- C-20 HVAC contractor or a B licensed contractor **ONLY** in conjunction with the required multiple trade(s) requirements of the California State License Board 7057. (b):

“A general building contractor shall not take a prime contract for any project involving trades other than framing or carpentry unless the prime contract requires at least 2 unrelated building trades... unless the contractor holds the appropriate license classifications or subcontracts with an appropriate licensed specialty contractor to perform the work.”

- If the HVAC system is to be installed outside of the building, the following will be required:
 - Planning Approval prior to Permit Issuance if not in same location as existing.
 - A site plan with existing and/or proposed location.

Documents Required

- Permit Application completed and signed.
- Notarized Letter of Authorization if agent of Owner/Licensed Contractor or Owner Signed Contract
- CF1R – Residential Alteration for HVAC form completed and signed.
- Site Plan required for all HVAC installations.

Required Inspections

Required Inspections are based on the type of Installation being done.

- **Change out at same location on structure:**
 - Final Inspection:
 - *Once all work has been completed.*
 - **New Location Installation:**
 - 1st Inspection – Rough Mechanical, Rough Electrical and Gas Test:
 - *Connections to the mechanical unit, electrical system, gas piping, and Gas Test.*
 - 2nd Inspection – Final**:
 - *Once all work including patchwork to any walls are complete.*
 - Paperwork Required to Final Permit:
 - CF1R-ALT-05-E HERS Exemption or CF2R and CF3R
 - *CF3R is not required for Wall Furnaces.*