



76 E HIGH STREET, SPRINGFIELD, OHIO 45502 ~ PHONE: (937) 324-7389

REQUIREMENTS TO OBTAIN HVAC PERMIT

ALL APPLICATION & PLANS MUST BE SUBMITTED THRU THE CITYWORKS PORTAL

- 1) **Replacement units without ductwork replacement or gas line change out.**
 - a. Submit specification sheet (manufacturers sheet with unit installed highlighted)
 - b. Venting detail: High efficiency PVC vent new run location; does water heater vent still meet vent table if vented to same location.
 - c. Heat loss/ gain work sheets (Manual J)
- 2) **Replacement units with ductwork /gas line modification.**
 - a. Detailed floor plan showing location of units with duct sizes and what room it is feeding, venting details; if in attic or crawlspace installation, needs insulation specification and manufacturing installation sheets.
- 3) **New installations.**
 - a. Detailed drawing with location, venting (also bath fans) termination, duct size and runs, gas line schematic, heat loss/ gain work sheets (Manual J), manufacturer's specifications on units installed. Heating and cooling equipment must match building energy code as submitted.
- 4) **Geo Thermal, same as above.**
 - a. Plumbing schematic as proposed.
- 5) **Other requirements for all units.**
 - a. General location of equipment: attic – crawl – basement – closet- etc.
 - b. New installations location, electric requirements (GFCI receptacle) AC unit service size.

PLAN APPROVAL APPLICATION

HVAC

DATE

ADDRESS		CityWorks Case #	
OWNER		PHONE	
		EMAIL	
CONTRACTOR		PHONE	
		EMAIL	

RES	COM	TYPE	FEE	TOTAL
		APPLICATION FEE	\$ 40.00	\$ 40.00
		PLAN REVIEW (Commercial ½ for replacements)	\$ 100.00	
		PLAN REVIEW (Residential)	\$ 20.00	
		HEATING/COOLING		
		New Furnace system with AC (2)	\$ 90.00 ea	
		New furnace system only (2)	\$ 90.00 ea	
		Replacement Furnace with AC (1)	\$ 45.00 ea	
		Replacement Furnace Only (1)	\$ 45.00 ea	
		New AC Unit (1)	\$ 45.00 ea	
		Replacement AC (1)	\$ 45.00 ea	
		Replace Air Handler/Heat Pump(2)	\$ 90.00 ea	
		Unit/Radiant Heaters (1)	\$ 45.00	
		Additional Units - \$2.00 ea	\$ 2.00 ea	
		Package Rooftop Units (1)	\$ 45.00	
		Ductwork / Alteration (1)	\$ 45.00	
		FIREPLACE (Wood or Gas-- pre-fabricated) (1)	\$ 45.00	
		Solid Fuel Appliance (1)	\$ 45.00	
		Chimney Liner when not part of furnace System Installation (1)	\$ 45.00	
		VENTILATION EQUIPMENT (1)	\$ 45.00	
		COMMERCIAL REFRIGERATION (1)	\$ 45.00	
		COMMERCIAL RANGE HOOD (vent/duct) (Hood fee includes plan review)	\$ 250.00	
		INFORMATIONAL INSPECTIONS	\$ 45.00	
		ADDITIONAL INSPECTIONS	\$ 45.00	
		INVESTIGATION FEE (\$200 - 1,000.00)	\$ 200.00 min	
		SUB TOTAL		
		OBBS fee (3% commercial)		
		OBBS fee (1% residential)		
		TOTAL FEES DUE		

SEE NOTES ON REVERSE SIDE

Signature: _____ **Title** _____

Application Approved by _____

Date _____

All permit applications must be submitted thru the CityWorks portal
 Once the application has been processed thru the building department, you will be emailed the fees due and ways to pay.

NOTES

Numbers in parenthesis indicate the number of inspections provided.

Commercial plans, which include the technical design analysis, shall bear the seal of a design professional and must include calculations as required.

Work started prior to securing the required permits are subject to a minimum investigation fee of \$200.00. Emergency work, if agreed to by the Chief Building Official, shall be exempt from the investigation fee.

Only the person performing the work may obtain a permit and schedule inspections.

Payments for all permits must be made prior to requesting an inspection.

Installation requiring inspections must not be covered until approved. Failure to receive approval may result in orders requiring the removal of such covering.

Installations must be in accordance with Ohio Mechanical Code (OMC), the current edition of the adopted Ohio Building Code (OBC), OBOA and referenced documents.

Requests for field inspections must be made a minimum of 24 hours in advance and will be scheduled for the next working day.

Applicants on the schedule for the day's inspections may contact the respective inspectors during the morning from 8:00 am to 8:45 am for consultation or scheduling time.

An additional \$45.00 re inspection fee may be imposed for work that is not properly installed, is not ready for inspection, has changed from the approved plans or is not accessible at the time of the inspection.

FOR RESIDENTIAL PLAN SUBMITTAL ONLY

Type of Fuel	
Heat Gain/Loss (submit calculations)	
Equipment Type	
Combined BTU Rating of all Appliances & Equipment discharging into vent	
Location of Appliance	
Chimney/Vent	Type
	Size
	Height
Connector	Size
	Rise
	Single or Double Wall
Source of Combustion Air	

PROVIDE ADDITIONAL DETAILS OR DRAWINGS BELOW

Installations must be in accordance with the Ohio Mechanical code, the current edition of the adopted Ohio Building Code, the Residential Code of Ohio and Referenced Documents