

SUBMITTAL REQUIREMENTS

A building permit is required to remove and replace an HVAC unit or to install a new unit for the first time. For *newly conditioned spaces*, plans and a T-24 Energy Report that includes envelope compliance is required.

DIGITAL SUBMITTALS ONLY:

- Plans Shall be submitted as PDF files through the City of Hayward **E-Permit Portal**. Paper submittals are not allowed. The set of plans shall be organized into a single PDF file (not as individual sheets).
- Plans shall be formatted horizontally on 11 x 17 or on a standard architectural sheet size. Structural calculations shall be submitted as a separate PDF file formatted on 8.5 x 11 sheets.

REQUIREMENTS FOR UNITS REPLACED IN THE SAME LOCATION

1. If an existing unit is removed and replaced with a unit that weighs **less than 400 pounds** on the same roof curb, provide the following:
 - A cut sheet of the unit from the manufacturer. The weight, size and model number shall be indicated (provide 2 copies).
 - A completed T-24 Energy form (provide 2 copies). For change-outs use T-24 Energy form **NRCC-MCH-E**.
2. If an existing unit is removed and replaced with a unit that weighs **400 pounds or more** on the same roof curb, provide:
 - The items listed above in scenario 1, and....
 - 3 copies of structural calculations and/or details stamped and signed by an engineer documenting that the existing roof framing will support the new unit and the curb attachment will sufficiently resist lateral loads. *THIS IS REQUIRED DUE TO CODE CHANGES FOR SEISMIC RESISTANCE.*

NOTE: Units >54MBH require an economizer

REQUIREMENTS FOR UNITS INSTALLED IN NEW LOCATIONS

3. If a unit weighs **less than 400 pounds** and is installed in a new location, provide the following items:
- A cut sheet of the unit from the manufacturer. The weight, size and model number shall be indicated (provide 2 copies).
 - A completed T-24 Energy form (provide 2 copies). Use form **NRCC-MCH-E**.
 - A roof plan drawn to scale indicating the proposed unit location. Provide dimensions from the unit to the edge of roof (3 copies).
 - A partial framing plan showing the structural members at the location of the new unit.
 - If the Planning Division requires screening, **details and structural calculations will be required for the visual barrier.**
4. If a unit weighs **400 pounds or more** and is installed in a new location, provide the following items: All of the items listed above in scenario 3 and ...
- Structural calculations and details stamped and signed by an engineer documenting that the existing roof framing will support the new unit and the curb attachment will sufficiently resist lateral loads (3 Copies)
 - The required items shall be grouped together into a single set of plans.

NOTE: Units >54 MBH require an economizer

FIRE DEPARTMENT REQUIREMENTS

If the HVAC moves 2,000 cfm or more, verify the following:

If the system requires a duct smoke detector and the building has an existing fire alarm system, provide information about the alarm system.

Note: A separate Fire Department permit is required for the alarm connection.