



HVAC Change-Outs

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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.
 - ☐ A completed T-24 Energy form. 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....
 - ☐ 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.
 - ☐ A completed T-24 Energy form. 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.
 - ☐ 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.
 - ☐ 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.