



Residential Mechanical REPLACEMENT Permit Requirements

A mechanical permit must be obtained before installing any mechanical equipment or appliance. Mechanical permit applications shall include drawings as outlined below and are subject to the Residential Format & Design Standards on the reverse of this sheet.

Please see also Building Services Residential Mechanical Handout for NEW installations

Application Requirements:

- Residential Mechanical Permit Application Form
- Type, manufacturer, model number and size (Btu input) of appliance
- Fuel source – natural gas, oil, LPG
- Floor plan showing location of proposed installation (see reverse for specific requirements); location of gas meter; size and length of gas piping; and source of combustion air

EXCEPTIONS:

Drawings are not required for a replacement **WHEN** the appliance is installed in the same location as the original appliance, utilizes the same fuel source and requires no new gas piping. The project description on the application form shall identify the type, size and general location (floor level) of the work.

Examples:

1. Replace 50 gallon gas water heater with new BrandX 50 gallon in basement furnace room.
2. Replace 80,000 Btu furnace with new BrandX 65,000 high efficiency furnace in garage.

Inspection Requirements:

- A pressure test at no less than 1-1/2 times the maximum working pressure, but not less than 10 psig shall be observed by inspector for at least 10 minutes.
- Final inspection shall be made upon completion of the installation, and before it is used.
- The owner's copy of the manufacturer's installation instructions must be available to the Inspector at the time of inspection.

Additional Requirements:

- Installation shall comply with the International Residential Code and the manufacturer's installation instructions and appliance listings.

Residential Mechanical Format & Design Standards

1. Format

- All drawings must be original drawings in ink on white bond paper or photocopied reproductions.
- Diazzo (blueline) prints will not be accepted.

2. Paper Size

- Drawings must be submitted on 11" x 17" sheets.
- All sheets in a drawing set must be the same size and sequentially labeled and dated.
- New work must be clearly marked.

3. Scale

- All scale sizes must be standard architectural or engineering scales.
- Site plans must be drawn at 1" = 20' or larger scale.
- Floor plans shall be drawn at not less than 1/4" = 1' scale and must be dimensioned.
- Details must be drawn at a scale large enough to clearly illustrate the particular detail, with a minimum scale of 3/4" = 1'.

4. Reproducibility

- All drawings must be clear, accurate, legible and high-contrast. Contrast must be sufficient to permit archival photographic or digital reproduction.

5. Key Plan/Floor Plan requirements

- Drawings shall include the main entrance to the structure, a north arrow and location of all streets.
- Floor plans shall indicate appliance location showing floor level, room location, use of the room and adjacent rooms. The floor plan shall provide direction from the main entrance.
- Chimney and exhaust termination location shall be shown.
- Location of outside air supply shall be shown.