



APPLICANT NAME _____

COMPANY _____

EMAIL _____ TEL _____

HVAC SYSTEM REPLACEMENT/ADDITION PERMIT APPLICATION CHECKLIST

All relevant boxes shall be "CHECKED" and information included with the application checklist.

Project Description

Project Name _____

Proposed Use _____

Civic address: Unit # _____ Street # _____ Name of Street /Road _____

Owner/Rep Name _____ Owner's Telephone Number _____

Engineering Firm Name _____ Engineer's Name _____

Area of space serviced _____ sqft. Use of Space _____

Number of Storeys ____ . Age of Building ____ years. Sprinklered Y/N ____ Fire Alarm Y/N ____

Number of Units being installed* _____ Description _____

Additional Permits required. Gas permit Y/N ____ Gas appliance vent permit Y/N ____ Electric permit Y/N ____

*If two or more units with different specifications are to be used, complete a separate form for each unit, indicate on this form that additional units' information is attached.

This checklist of application submission requirements shall be completed and attached to your Building Permit application. All of the required information is necessary for the review of the application and for a timely decision to be rendered. To expedite the evaluation, staff have been instructed to only accept complete applications, which require:

- All application submission requirements to be included in the application; and,
• All application submission requirements to be clear, legible, and precise, and to be prepared to professional drafting standards.

Should the above be considered inadequate by staff, the application shall be deemed incomplete; and it will not be reviewed, until the requirements have been satisfied.

REQUIRED PLANS/DOCUMENTS

The plans/documents submitted must meet all the requirements identified within HVAC Plans Submission, as required under the National Building Code/Alberta Edition-6.2.1.1. Good Engineering Practice.

- 1) Heating, ventilating and air-conditioning systems, including mechanical refrigeration equipment, shall be designed, constructed and installed in conformance with good engineering practice such as that described in, but not limited to
a) ASHRAE Handbooks and Standards
b) HRAI Digest
c) Hydronics Institute Manuals
d) NFPA Standards
e) SMACNA Manuals
f) Industrial Ventilation Manual published by the American Conference of Governmental Industrial Hygienists
g) CAN/CSA-B214 Installation Code for Hydronic Heating Systems
h) CAN/CSA-Z317.2 Special Requirements for Heating, Ventilation, and Air Conditioning (HVAC) Systems in Health Care Facilities

2) Where a health or safety hazard to a worker could result from the production or dissemination of airborne contaminants or from oxygen deficiency in the air, the ventilation systems serving these spaces shall conform to the Occupational Health and Safety Code.

IMPORTANT

Plans and documents submitted must adhere to applicable codes, standards and regulations.

HVAC SYSTEM PERMIT APPLICATION CHECKLIST

A- Indicate Major Uses/Classification

- Commercial Kitchen
- Repair/Service Garage
- Storage Garage
- Beauty Salon
- Welding Shop
- Car Wash
- Spray Booth
- Medical/Health Facility
- Warehouse with Forklift
- Industrial Shop
- Specific Use/Description _____

B- Indicate Type of System/Equipment

- Boiler/Hydronic
- Radiant/UV Heater
- Fan Coil
- Furnace
- Roof Top Unit
- Exhaust & Makeup Air
- Wood Stove
- Wood Fire Place
- Geo-Thermal
- Gas
- Electric
- HRV
- Other _____
- _____
- _____
- _____

C- Required Plans / NOTE: Where calculations are required, plans shall be stamped by an engineer or prepared by a qualified person.

- a. Complete Mechanical Plans/ Including **All** of the Following where Applicable
- b. Site Plan Showing Equip Placement, Distance to Property Lines & Protective Bollard/Barrier Placement
- c. Roof and/or Floor Plan Showing Equip. Placement, Access, Height and Slope of Roof
- d. Engineered Structural Plans for New Roof Top Equip. or if Replacement Equip. is Heavier.
- e. Method used for Mounting Roof top Equipment (curb details).
- f. Manufacturer, Model Type, Capacity and Approval for Each Piece of HVAC Equipment
- g. Air Change Calculations Based on Current ASHRAE-62 Requirements for Occupancy/All Areas
- h. Heat loss Calculations based on January 2.5% Lowest Temperature
- i. Ductwork Plans Showing All Distribution Ductwork, Sizes and Inlet/Outlet CFM
- j. Fire Separation/Damper Locations/Plans & Manufacturers Install Spec's
- k. Roof and Floor Plan Showing Access to Equip. by Roof Hatch & Permanent Ladder or
- l. Roof and Floor Plan Showing Access to Equip. by Permanent Interior Stair
- m. Guards Required due to Height, Proximity to Edge of Roof or Roof Slope
- n. Access to roof top units is safe, sound and complies with ABC and OHS requirements
- Other _____
- _____
- _____

HVAC SYSTEM PERMIT APPLICATION CHECKLIST

D- Existing Equipment Information *(Applicable when replacing existing equipment)

- NA
- Picture of Existing Spec Plate Included
- Site Plan Showing Equip. Placement
- Roof and/or Floor Plan Showing Equip Placement with distance to roof edge.
- Weight of Unit _____
- BTUs Existing _____
- Supply CFM _____
- Exhaust CFM _____

E- New Replacement Equipment Information

- NA
- Copy of Spec's
- Site Plan Showing Equip. Placement
- Roof and/or Floor Plan Showing Equip Placement
- Weight of Unit _____
- BTU _____
- Design CFM _____
- Actual CFM _____
- Exhaust CFM _____

F- Describe Scope of Work:

G- Fire Alarm / Automatic Fire Suppression

- NA
- Manufacturer, model, type, capacity and approval of the fire suppression system. The location of discharge heads and fusible links are to be shown as well as location of manual pull stations.
- HVAC Interlock with Fire Suppression System Required
- HVAC Interlock with Fire Alarm System Required

Type of System:

- Wet Chemical
- Dry Chemical
- Sprinkler NFPA 13
- NFPA 17/17A
- NFPA 96
- Clean Agent

You will receive email notification upon issuance of Permit. Conditions will be attached to the Permit. The work is required to comply with all the conditions attached to the permit. It is imperative that the applicant carefully read and understand all the Permit Conditions.

The personal information on this form is collected under the authority of Section 33 (c) of the Alberta Freedom of Information and Protection of Privacy Act. The personal information will be used as contact information and to process your application. If you have any questions regarding the collection or use of this information contact the Planning and Development, Timberlea Landing, 309 Powder Drive, T9K 0M3, or call (780) 793-1069.