



Mechanical

Description

This guideline is used when working on refrigeration, kitchen hoods, paint booths, solar heaters, and other miscellaneous mechanical work on a residential property.

To apply, use the “Mechanical - Residential (1 and 2 family residences)” application on the CSS portal.

Who Can Apply

Mechanical Contractor (CMC), HVAC Contractor (CAC), or Owner/Builder.

Required Documents – always required

- Site Plan or Floor Plan
- Manufacture Specifications

Conditional Documents – may be required, subject to the details of the parcel and the scope of work

- Notice of Commencement
- FEMA Packet and/or Elevation Certificate
- HVAC Data Sheet
- Duct Layout
- Electrical Plans
- Solar Vent Data Sheet

Owner/Builder Documents

- Owner/Builder Affidavit

Private Provider Documents

- Notice to Building Official of Use of Private Provider
- Private Provider List of Building Inspections, if using plans review
- Private Provider Plan Compliance Affidavit, if using plans review

Review

- Mechanical
- Floodplain, if applicable



Inspections

- Inspections vary, subject to the details of the scope of work
- Notice of Commencement, if applicable
- Debris, if using private provider
- Private Provider Compliance Report, if using private provider

Additional Notes

For the replacement of an A/C units or ducts, see the "A/C Change Out" guideline.