



Community Development Building Division Handout

1000 Gateway Avenue, San Pablo, CA 94806 • Ph: (510) 215-3030 • www.sanpabloca.gov



HVAC replacements requirements

Commercial HVAC Unit Change Out Checklist:

Applicants Name: _____ Phone: _____

Project Address: _____ Email: _____

Unit Information	Existing Unit	Proposed Unit
Weight		
BTU Rating		
Minimum Circuit Ampacity		
Max. Overcurrent Protection		
CFM Rating of Unit		

Note: Engineered calculations are required if the new HVAC units weigh more than 400lbs. and/or the new units weight exceeds the existing unit weight by five percent. This form cannot be used in place of plans when engineered calculations are required.

2022 Building Energy Efficiency Standards Forms: <https://www.energy.ca.gov/filebrowser/download/4980>

NRCC-MCH-01-E _____ and NRCC-MCH-05-E _____

One digital set of complete plans shall be submitted for review and shall contain the following information. Minimum plan size shall be a minimum 11" x 17" digital equivalent.

- Site plan indicating the building location on the property.
- Site address and Accessors Parcel Number (APN).
- Elevations of the building/structure.
- Location of the HVAC equipment to be replaced (indicate the location on the roof and/or ground).
- Location of disconnects.
- Location of service receptacle outlets within 25' of the equipment.
- Manufacturer's specification sheets for all equipment that will be installed.
- Failure to provide all the required information listed above will result in refusal of the application for permit.

Sound data for the condenser showing that the unit does not exceed 60 dBs

Planning Department review will consist of verification of possible screening requirements of the replaced equipment.