



# HVAC Commercial Intake Checklist

Applicants, use this checklist to make sure your plans and application packet are complete. Permitting staff will check your application using this checklist. If all items are provided, your application will be accepted and routed for all required reviews. If items are missing, your plans will not be accepted and you will be given a copy of this checklist indicating which items are missing. Bring this list to the permit counter when you come or return to make your permit application.

**Project address**

**Applicant name** **Applicant phone**

Applicant Checklist	Required Items	New Building	Addition	Interior Remodel with Change of Use	Interior Remodel	NO Change of Use	Mechanical Upgrades Only	Direct Replacement Only	Staff Use Only	
									Notes	Verified by CSI
	<a href="#">HVAC Permit Application</a>	x	x	x	x		x	x		LUT
	Mechanical Plans - certified and signed by a Minnesota Licensed Mechanical Engineer	x	x	x	x		x			LUT
	<a href="#">Commercial Energy Compliance Plan Review Submittal Worksheet - including required documentation</a>	x	x							LUT
	Life Safety Plan - developed by design professional (Architect), compatible with the design of the building and approved building permit plans	x	x	x	x		x			LUT

**\*\* Commercial Energy Compliance Plan Review Submittal Worksheet - Form can be found in the document library on Construction Services website. Energy compliance method should match the compliance path design of the building permit, coordinate with the design professional (Architect). Include any required submittal documents as indicated on the worksheet for the corresponding compliance method.**

**\*\* Life Safety Plan - developed by design professional (Architect), compatible with the design of the building and approved building permit plans. Life safety plan(s) should include the following: Fire resistive rated construction type and rating (shafts, fire walls, fire barriers, fire partitions, smoke barriers, corridors, horizontal exits, exit enclosures, exit passageways), distance to property lines, incidental use areas, etc.**

**\*\* Site Plan - a site plan based on a boundary survey will be required if scope of work includes any exterior openings or equipment located on the roof or elsewhere outside the building.**