

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	Applicant phone				Notes	Staff use only	
		New Building	Addition	Interior Remodel with Change of Use	Interior Remodel NO Change of		Verified by CSI	
	HVAC Permit Application	x	x	x	x			LUT
	Mechanical Plans certified and signed by a Minnesota Licensed Mechanical Engineer - two copies	x	x	x	x			LUT
	Commercial Energy Compliance Plan Review Submittal Worksheet - two copies	x	x	x	x			LUT-New PEX-Other
	Life Safety plan - one copy	x	x	x	x			PEX
	Letter or other documentation that the project design professional in responsible charge has reviewed mechanical plans for compatibility with the design of the building.	x	x	x	x			PEX
Other as Applicable to the Project								
	State Project Jurisdiction Agreement	x	x	x	x	<i>If applicable to the project</i>		PEX
	Site Plan with dimensions from mechanical system openings in exterior wall to property lines, existing and proposed structures shown, adjacent streets and alleys shown. Required if equipment installed on the exterior of the building or where mechanical system includes openings in exterior walls.	x	x	x	x	<i>If applicable to the project</i>		PEX