



HVAC Commercial Plan Review Guidelines

Type of Project

Plans by MN licensed mechanical engineer required?

New Buildings & Additions/New equipment*	
Commercial and Industrial	Yes
Multi-Family 3 or More Units	Yes
1 or 2 Family Dwellings	No
Geothermal systems	Yes
Alterations or Additions to Mechanical Systems	
Commercial, Industrial, Multi-family	
Mechanical work associated with a change of use	Yes
Relocate equipment*	Yes
Change type of equipment*	Yes
Work resulting in changes to airflow, venting or BTUs	Yes
All boilers over 400,000 BTUs	Yes
Geothermal systems	Call HVAC Inspector
Refrigeration equipment*	Yes
Others	Call HVAC Inspector
Residential - 1 or 2 Family Dwellings	No
Repairs	
Commercial, Industrial, Multi-family	
No changes to system design	No
Repair by replacement of parts or identical components	No
Others	Call HVAC Inspector
Residential - 1 or 2 Family Dwellings	No
Direct Replacement of equipment* Only	
Commercial, Industrial, Multi-family	
Equipment* under 400,000 BTUs	No
All equipment* over 400,000 BTUs	Yes
Residential - 1 or 2 Family Dwellings	No

NOTES

- Plans must be reviewed and approved by the HVAC inspector before a mechanical permit is issued and before work begins.
- The HVAC contractor is responsible for ensuring that current and accurate plans are submitted when plans are required and that revisions to the plans after review are submitted and that work is done in accordance with approved plans. This may require that the HVAC contractor coordinate with the project mechanical engineer and/or architect.
- The mechanical contractor is responsible to have approved mechanical plans on site and available for the inspector.
- For projects of all types, if general construction work related to the mechanical work is planned, a building permit and plans by a MN licensed architect may be required. Check with the HVAC inspector with questions.
- If building plan review is not required, our goal is to review HVAC plans within 5 business days of submittal. The timeframe may change due to workload. The reviewer will contact the designer with questions or comments.

Equipment

May include but is not limited to RTU's, forced air furnaces, boilers, chillers, refrigeration including condensers, cooling towers, heat pumps, etc.

