



## APPLICATION CHECKLIST

## MECHANICAL ONLY

**SUBMITTAL REQUIREMENTS – completed online portal application with uploaded files below**

### NEW HEATING & AC UNITS, NEW LOCATION OR NEW DUCT WORK AND/OR NEW CURBING

**Site Plan**

- Parcel lot lines and address
- Existing structures, fences and retaining walls
- Location of new unit(s)

**Floor Plan & Supporting Documents**

- Floor plan showing location of new unit(s)
- Manual J,S, and D
- Framing and/or engineering for new curbing
- Roof System Confirmation - Sealed Engineer Letter with calculations -or- Truss Manufacturer verification letter of roof system's ability to support unit
- RESCheck for all new mechanical units <https://www.energycodes.gov/rescheck>

### FIREPLACE REPLACEMENT OR INSERT (GAS OR WOOD)

**Floor Plan & Supporting Documents**

- Floor plan showing location of insert or fireplace and clearance distances within room
- Cutsheets and clearance specifications documentation
- Structural Engineering for footings and lintels (new Masonry Fireplaces only)

### FIREPITS, BBQs, OUTSIDE KITCHENS

**Site Plan & Supporting Documents**

- Parcel lot lines and address
- Existing structures, fences and retaining walls
- Location of proposed exterior firepits, built-in walls, counters, appliances
- Provide all details for site-built firepits or appliances, including shut-off location, regulators (not provided by kits), pipe types, ventilation requirements, and clearance requirements
- Appliance cut sheets
- Manufacturer specifications and installation instructions

### NEW OR REPLACEMENT EXHAUST FANS

**Site Plan & Supporting Documents**

- Parcel lot lines and address
- Existing structures, fences and retaining walls
- Location of new unit(s)
- Framing and/or engineering for new curbing
- Roof System Confirmation - Sealed Engineer Letter with calculations -or- Truss Manufacturer verification letter of roof system's ability to support unit (new roof-top or new attic space units only)
- Specify damper method (Residential only)

**Additional Permits or Supporting Documents may be needed; contact other divisions to determine requirements**

- ❖ Public Works Engineering and FEMA Floodplain: 928-777-1405, Option 3
- ❖ Fire Sprinklers and Wildland Urban Interface (WUI): 928-777-1445, Option 3

**Notes:**

<b>Applicant:</b>	<b>Property Address:</b>	<b>Permit #</b>
<b>Contractor:</b>	<b>Contractor ROC#:</b>	<b>Date Submitted:</b>