



## HVAC/MECHANICAL PLAN REQUIREMENTS

The following information shall be the minimum required information on all plans submitted for alterations and renovations construction.

1. **ALL permits MUST have manufacturers installation guide – or permit is incomplete and will NOT be accepted at the window**
2. Site Plan – show equipment, property lines, setbacks, utilities, right-of ways, easements and grades/contours
3. Permit Applications with Workman’s Compensation Affidavit and Liability Insurance.
4. Contractor’s Information – PA registration number, name, address and phone number.
5. Construction Documents – plans, specifications, details, profiles and special inspections.
6. Existing Floor Plan.
7. HVAC Layout with Manual “J” and “S” – show insulation r-value of ducts, duct work, sizes of ducts, sizes of supply and return grills, material, connection to the system, connection to existing systems, etc... – Duct Testing is required – provide method.
  - a. A drain pan with a main drain and secondary drainage are required. **2009 IRC M1411.3.1**
  - b. The Refrigerant suction line must be insulated to R-4 min. **2009 IRC M1411.5**
  - c. All refrigerant access ports located outside must be equipped with locking-type tamper-resistant caps **2009 IRC M1411.6**
  - d. A level 30”x 30” service platform is required if the unit is in the attic and shall be in front of service side of air handler **2009 IRC M1305.1.3** and a luminaire controlled by a switch at the attic access with a service receptacle near the unit. **2009 IRC M1305.1.3.1**
  - e. Method of locking out electric resistance heat unless heat pump cannot handle load or equipment is in defrost. **2009 IRC N1103.1.2**
  - f. Heat pump outdoor unit must have a minimum of 3” clearance from grade. **2009 IRC M1403.2**
  - g. Provide the location and material of any gas lines and the appliances it serves.
  - h. Provide the termination point for the bathroom exhaust fans.
  - i. A GFCI Maintenance Receptacle is required for the Outdoor Equipment and provide the location of the HVAC Equipment.
  - j. A Programmable Thermostat is required for forced air systems. **2009 IRC N1103.1.1**
  - k. Exterior receptacles are required to be Weatherproof (WP) and GFCI **2009 IRC E3902.3**

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### DEPARTMENT OF BUILDING & LIFE SAFETY

- I. A Light and a GFCI Maintenance Outlet are required for the Interior HVAC Equipment (other than what receptacles are used for other equipment). **2009 IRC E3903.4, E3901.9 and E3902.5**