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
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**