



## City of Ashland Building Safety Division

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### EXISTING BUILDINGS

#### Commercial Mechanical HVAC Equipment Checklist

- The addition or replacement of equipment results in an increase in the design gravity load by more than 5 percent of the existing equipment.
- Replacement unit exceeds any dimension of the existing unit by more than 10 percent or 6 inches, whichever is greater.
- Additional modification to structural elements is performed, including re-framing of existing openings.
- Unit is not located in the same location as the previous.
- You are proposing to install conditioning equipment to a non-conditioned or semi-heated space?

***If any of the boxes above are checked, plan review is required. Energy compliance forms, and structural design for the structure or attachment to the structure may be required as well.***

***The following items applicable to your installation are required to be on site for the city inspector at time of inspection. Please check the boxes for all items that apply to your application and sign and date the form below. Completing this form signifies that you are aware of the requirements for inspection approval.***

- Equipment attachment to the structure to address potential seismic loads is required pursuant to ASCE 7-16 chapter 13 and 1613 OSSC.
- Economizers are required in accordance with 6.5.1 ASHRAE 90-1-2019.
  - (A common example: Individual fan cooling units exceeding 54,000 BTU's require economizers.)
- Equipment shall comply with the minimum energy efficiencies of Section 6.8 of ASHRAE 90.1-2019.  
**Energy forms are required to verify compliance prior to permit issuance and shall be provided on site at time of inspection.**
- Equipment exceeding 2000 cfm capacity on the return side of the system shall be provided with smoke detection in the return side plenum in accordance with 606 OMSC.
- Equipment required to have smoke detection shall be tested for operation by a third-party inspection agency or qualified person(s) and a written report shall be provided on site at time of inspection.
- Installation instructions and listing information shall be provided on site with a copy of this form at time of inspection.
- A gas line schematic may be required on more complex installations to verify adequacy of the gas line system. See OMSC Section C402
- Outdoor air and ventilation requirements shall be met in accordance with 403.  
Exhaust and intake opening locations shall comply with 501.3.1 OMSC.**

***By completing this form including signature and date, I agree to comply with the requirements above to obtain final approval of the installation for this application.***

Signature \_\_\_\_\_

Date \_\_\_\_\_