

HVAC PERMITS

The following items are required for HVAC permits/project:

COMMERCIAL

- A completed HVAC construction permit application - Commercial Buildings
- Three sets of plans. See Kentucky Building Code section 122.1 for requirements on when a design professional is required to seal and sign drawings.
- Submit COMcheck compliance verification form for Sections 503 (Building mechanical systems) of the International Energy Conservation Code if new mechanical equipment is being installed. Or submit sufficient information to demonstrate compliance with Section 503.2 and either 503.3 or 503.3. Note: COMcheck compliance verification form must be completed and signed by the design professional when a design professional is required. See Kentucky Building Code section 122.1 for requirements on when a design professional is required.
- The HVAC contractor's Master Number
- An affidavit of assurances pursuant to KRS 198B.060(10)
- Federal Tax Identification Number
- Occupational license number for the city / county work is being performed

Note: HVAC permits shall only be issued to a licensed master heating, ventilation, and air conditioning contractor except as provided for Homeowner HVAC Permits

MULTI-FAMILY

- A completed HVAC Construction Permit Application - Multi-family Dwellings (3 units & over)
- Submit COMcheck compliance verification form for Sections 503 (Building mechanical systems) of the International Energy Conservation Code if new mechanical equipment is being installed. Or submit sufficient information to demonstrate compliance with Section 503.2 and either 503.3 or 503.3. Note: COMcheck compliance verification form must be completed and signed by the design professional when a design professional is required. See Kentucky Building Code section 122.1 for requirements on when a design professional is required.
- The HVAC contractor's Master Number
- An affidavit of assurances pursuant to KRS 198B.060(10)
- Federal Tax Identification Number
- Occupational license number for the city / county work is being performed

Note: HVAC permits shall only be issued to a licensed master heating, ventilation, and air conditioning contractor except as provided for Homeowner HVAC Permits

ONE & TWO FAMILY / TOWNEHOMES

- A completed HVAC Construction Permit Application - One & Two Family Dwellings
- The HVAC contractor's Master Number or Homeowner's affidavit if property is owner / occupied
- An affidavit of assurances pursuant to KRS 198B.060(10)
- Federal Tax Identification Number if contractor
- Occupational license number for the city / county work is being performed if contractor
- Manual J and Manual D (Upon request)

Note: HVAC permits shall only be issued to a licensed master heating, ventilation, and air conditioning contractor except as provided for Homeowner HVAC Permits

HOMEOWNER HVAC PERMITS

A permit to construct, install, or alter a heating, ventilation, or air conditioning system shall be issued to a homeowner who installs a heating, ventilation, or air conditioning system in the homeowner's legal residence or in a home constructed by the homeowner for personal residential use, if all of the following requirements are met:

- (a) Application shall be made on the HVAC Construction Permit Application: One and Two Family Dwellings, for permit prior to initiation of the HVAC work;
- (b) The homeowner shall file with the application:
 1. An affidavit stating that the homeowner shall abide by the terms of this administrative regulations;
 2. Proof of adequate sizing of heating, ventilation, or air conditioning systems to be installed; and
 3. A complete design plan of all related duct and piping of system;
- (c) All work shall be performed in compliance with the Kentucky Residential Code and Kentucky Building Code.
- (d) All work shall be personally performed by the owner.