

HVAC PERMITS

The following is a list of requirements for HVAC permits/project:

Note: HVAC permits shall only be issued to a licensed master heating, ventilation, and air conditioning contractor except as provided for Homeowner HVAC Permits. For additional information please visit: www.lrc.ky.gov/kar/815/008/070.htm

COMMERCIAL (Includes Residential Buildings four (4) or more stories in height)

- A completely filled out 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 signed drawings.
- HVAC plans and/or specifications shall verify in details that the system meets the minimum requirements of Section 503 (Building mechanical systems) of the 2009 International Conservation Code. COMcheck or other approved compliance programs may be submitted with HVAC drawings to demonstrate compliance. Note: COMcheck compliance verification form must be completed 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.
- Manual J and Manual D (Upon request)
- The HVAC contractor's Master Number
- An affidavit, pursuant to KRS 342.610 (5), either Individual or Corporate/Partnership, or proof of Kentucky's Workers' Compensation Insurance
- Federal Tax Identification Number
- Occupational license number for the city / county work is being performed

MULTI-FAMILY BUILDINGS LESS THAN FOUR (4) STORIES IN HEIGHT

- A completely filled out HVAC Construction Permit Application: Multi-family Dwellings (3 units & over)
- HVAC plans and/or specifications shall verify system meets the minimum requirements of Section 403 or 405 (Simulated Performance Alternative) of the 2009 International Conservation Code
- Manual J and Manual D (Upon request)
- The HVAC contractor's Master Number
- An affidavit, pursuant to KRS 342.610 (5), either Individual or Corporate/Partnership, or proof of Kentucky's Workers' Compensation Insurance
- Federal Tax Identification Number
- Occupational license number for the city / county work is being performed

ONE & TWO FAMILY / TOWNEHOMES

- A completely filled out 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, pursuant to KRS 342.610 (5), either Individual or Corporate/Partnership, or proof of Kentucky's Workers' Compensation Insurance
- 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)

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.