



Development Services Department
 Building Division
 311 Vernon Street
 Roseville, California 95678-2649

NON-RESIDENTIAL HVAC UNIT REPLACEMENT REQUIREMENTS

Plan check submittal will not be accepted unless all information is complete, including this checklist.

Address: _____

- A site plan is required with all submittals that shows the location of the existing and new equipment, whether roof top or ground mounted, and existing roof access location.
- Existing equipment specifications that include: the unit weight, current electrical and gas supplies (see Equipment Schedule below).
- New equipment specifications that include: the unit weight (less than or equal to existing unit weight), electrical and gas requirements consistent with existing utilities (see Equipment Schedule below).
- Identify whether or not the existing roof curbs will be utilized. Provide partial roof framing plan for new roof curbs, heavier new unit, or new roof openings.
- Seismic restraint design per CBC §1613 as applicable. Provide details for all connections.
- Completed 2025-NRCC-MCH-E energy form (<https://energycodeace.com>)
- If the unit has installed a detection for smoke, a fire alarm permit will be required in accordance with the California Fire Code, Chapter one.

MECHANICAL EQUIPMENT SCHEDULE:

Existing Equipment to be replaced									
Manufacturer	Model	Fuel Type	CFM ¹ Rating	Unit Weight	Electrical			Location ²	Gas BTU's/Hr.
					voltage	MCA	MOCP		

New Equipment									
Manufacturer	Model	Fuel Type	CFM ¹ Rating	Unit Weight	Electrical			Location ²	Gas BTU's/Hr.
					voltage	MCA	MOCP		

- 1) Air Handling Systems consisting of one or more units with combined air movement > 2000 C.F.M. require supply duct smoke detection and auto shutdown. Reference CMC
- 2) Roof top, ground mounted, other.

Name: _____ Signature: _____ Date _____