



City of Atascadero
Community Development Department

PUBLIC INFORMATION - BUILDING SERVICES

Community Development Department 6500 Palma Avenue Atascadero, CA 93422 (805) 461-5035 fax (805) 461-7612

Residential HVAC New Systems and Replacement Units

SEISMIC DESIGN CATEGORY C, D or E - CLIMATE ZONE 4 - WIND ZONES 85 M.P.H - EXPOSURE ZONE "B" OR "C"
ZONING ORDINANCE - NATIVE TREE ORDINANCE - ATASCADERO MUNICIPAL CODE - 2013 CBC - 2013 CRC - 2013 CEC
2013 CPC - 2013 CMC - 2013 CGBC - ENGINEERING STANDARDS - CALIFORNIA STATE ENERGY COMPLIANCE (TITLE 24)

PERMIT SUBMITTALS ACCEPTED MONDAY – FRIDAY BETWEEN 8:30 A.M. - 4:30 P.M.

Incomplete submittals will not be accepted at the permit counter

Please use the following Checklists to determine which permit you must apply for.

Over the Counter Permit:

What projects qualify?

“Like for like” replacements of FAUs, condensers and coils (similar heating and cooling capacities of components to be replaced in the same location). Minimal, if any, ducting reconfiguration for transitions to new plenums (less than 40 ft).

Submittal Checklist:

- Over the Counter Application: Project Description must include complete description of work including specific details of the equipment to be installed.
 - Completed HVAC Equipment Replacement/Cooling Addition form: Must include all details of the existing and the replacement system.
 - California Energy Commission Registration (Choose one of the following options)
 - CFR-ALT-02-E OR
 - CFR-ALT-03-E (attached to the HVAC Equipment Replacement/Cooling Addition Form)
- **NOTE:** The CF1R is not reviewed and the information contained does not substitute for the required building permit project description.
- Permit fee \$192.33 cash/check only.

*****See reverse side for Express Permit***



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Express HVAC Permit:

What projects qualify?

All new, resized, relocated units or projects that require major ducting work/replacement.

Submittal Checklist:

- Standard Building Application
- Plans: Plans are to be legible, scalable and reproducible. Must include Title sheet defining the following: Scope of work (include all details of the project description), owner & contractor information, and code references. Details of complaint access and working space to be defined.
- Duct Diagram: Ducting is to be sized according to ACCA (Air Conditioning Contractors Association) Manual D or other approved methods.
- Cooling loads are to be included for all new cooling systems.
- Floor plan (if applicable): New equipment installations in attics shall comply with applicable codes and the floor plan must detail compliance with dead and live load requirements.
- California Energy Commission Registration CFR-ALT-02-E.
- Permit fee \$480.31 cash/check only.