

Residential HVAC/Gas Plan Approval Application Champaign County Building Regulations

Address of Project	City/Township	Project Description	
Owner	Address	Phone No () ()	Cell Phone No () ()
		E-mail: _____	
Contractor/DBA	Address	Phone No () ()	Cell Phone No () ()
		E-mail: _____	
HVAC/Gas Line Design			
Equipment Type/ Size	Location of Equipment	Type of Fuel	Heat Loss/Gain – New House only
Heat Loss/Heat Gain Calculations (USE BELOW SPACE)		Drawings Have Been Submitted with Building Plans?	
		☐ Yes ☐ No*	* If no, drawings or system description must be submitted below or with Application

Note: Gas line submittals require schematic designs and details.

As the legal owner/agent of the property above, I am performing the HVAC work described above:

_____ Date ____/____/____
Applicant/Owner/Agent

Application Fee \$40.40	☐	Work W/out Permit \$200.00	☐	Application No. _____ Plan Approval No. _____
Application fee must accompany application or application will not be processed or accepted. If paying by credit card please put address of project in the account number on the form.				Plans Examiner Approval
				☐ Yes ☐ No Plan Reviewer _____
Date of Review				____/____/____

Residential Plan Submittal Form *Part B*

General instructions

- The plan submittal form must be filled out completely. If this form is not completed accurately and thoroughly the application may be rejected.
- All applications must have a system description or plan included, no exceptions.
- If the HVAC/Gas drawings have been submitted with the building plans, please indicate on the application.
- Per section 106.1 the Residential Building Official may require additional drawings, technical data or documentation in order to verify compliance.
- A registered HVAC contractor with Champaign County Building Regulations Department or homeowner must perform HVAC work.
- Homeowner/occupant definition: individual that owns and occupies the dwelling where work is to be performed for at least one year.
- Minimum fee \$85.00

For more information or questions:

Champaign County Building Regulations
1512 S. Hwy 68 Bay 13
Urbana, Ohio 43078
(937) 484-1602
(937) 484-1591 fax
prittenhouse@co.champaign.oh.us

Dana R. Booghier CBO, Director

All equipment installed must comply with the International Energy Conservation Code

DISCLAIMER: IT IS THE APPLICANTS RESPONSIBILITY TO KNOW AND UNDERSTAND ALL APPLICABLE CODE REQUIREMENTS.

Revised 3/5/2015