

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?	
				<input type="checkbox"/> Yes * If no, drawings or system description must be submitted below or with Application <input type="checkbox"/> No*	

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	<input type="checkbox"/>	Work W/out Permit \$200.00	<input type="checkbox"/>	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 <input type="checkbox"/> Yes <input type="checkbox"/> 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
mhall@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