



HVAC

I. WHEN IS A PERMIT REQUIRED FOR HVAC & MECHANICAL INSTALLATIONS?

Permits are required for all new installations, replacement units, pre-fab fireplaces, wood burning stoves, furnace add-ons, commercial kitchen hoods, hood suppression, metal chimney alterations, duct re-work and any related mechanical devices.

All building permit applications for projects which involve HVAC work are required to be accompanied with plans and applications for this work. The submittal of HVAC plans for phased construction should follow the guidelines set out in Policy Directive No. 44.

Note: Permits are not required for duct extensions in additions to one-, two- or three- family dwellings or window air conditioning units.

II. WHAT CODES/REGULATIONS ARE APPLICABLE?

All work performed must be in accordance with the Cincinnati Zoning Code, the Residential Code of Ohio (RCO), the Ohio Mechanical Code (OMC) and all other applicable laws and ordinances.

Contact the following agencies:

Building Code Plans Examination - 352-3313

Zoning Code Administration - 352-3273

Heating/Mechanical Inspections - 352-3781

III. HOW DO I OBTAIN A PERMIT?

Complete an HVAC application for a permit and submit four copies of plans for review to the Division of Licenses and Permits, 3300 Central Parkway, Cincinnati, Ohio 45225. A plan processing fee is paid at the time the application is submitted. The plans shall include the following:

- Associated Building Permit number
- Equipment size, type and location
- Vents, flues and outside combustion air
- Duct layouts - including the duct size, construction and supply and return grill sizes
- Equipment "cut-sheets"
- Ventilation air amounts, including outside air and the selected design method per the Mechanical Code
- Smoke detectors as required
- Penetrations of rated assemblies (fire dampers)

For one-, two- and three- family dwellings, duct layouts and ventilation air amounts are not required; however, the reverse side of the HVAC application must be completed.

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IV. WHAT HAPPENS AFTER I APPLY FOR MY PERMIT?

The aforementioned agencies will review the application. If any agency has questions or comments, they will notify the contact person listed on the application. Upon receipt of the plan revisions and necessary approvals, the Customer Service Staff will notify the applicant that the permit is ready and the balance of the permit fee will be due.

Contact Customer Service Staff at (513) 352-3271.

V. WHAT IS REQUIRED AFTER THE PERMIT IS ISSUED?

All work must be performed in accordance with the Cincinnati Zoning Code, the Residential Code of Ohio (RCO), Ohio Mechanical Code, National Electric Code, the approved documents and other applicable ordinances. The permit will expire if work is not started, is postponed, abandoned or an inspection is not requested within one year of the issue date.

VI. INSPECTIONS REQUIRED (24-hour minimum notice)

Contact the Department of Buildings and Inspections (HVAC Inspections) at 352-3781.