



All non-residential HVAC replacement permit applications must be submitted and approved by the Planning Department prior to submitting to Building and Safety. Planning applications are submitted through the [ONLINE PORTAL](#) in the PLANNING PERMITS/ENTITLEMENTS page on the City of Calabasas website.

Building and Safety accepts applications, plans, and design documents in PDF formats for all submittals. Permits and approved plans will be issued electronically for the applicant to print and maintain hard copies at the job site for inspection. Please refer to the [Electronic Plan Review Form](#) for detailed information specific to file submittal requirements.

A separate permit application shall be submitted for each tenant space. Please provide the address and suite or tenant space number (if applicable) on your application.

Title 24 compliance forms are required at plan check and/or permit issuance. Title 24 acceptance forms are required in the field for final inspection approval. The forms and information on completion of the applicable energy forms are specified in the 2022 Building Energy Efficiency Standards, Nonresidential Compliance Manual. The forms should be completed by a California Energy Consultant or a C-20 mechanical contractor and may be completed in either the performance (computer modeled) or prescriptive method.

The current non-residential compliance manual and forms can be viewed and downloaded on the Energy Ace website: [2022 Nonresidential Energy Code Forms](#)

NOTE: All mandatory measures must be completed for final inspection regardless of the method of energy compliance selected

IT IS THE APPLICANT / CONTRACTOR'S RESPONSIBILITY TO:

1. Review the Commercial HVAC Unit Replacement Submittal Checklist (pages (2 & 3))
2. Verify that the new equipment does not exceed the weight of the existing approved equipment before application submission and include photos of the existing system in the current location(s)
3. Submit equipment anchorage information detailing location, size, and type of connectors as safety measures for seismic events
4. Provide a design plan for equipment over 400 pounds from a California Licensed Design Professional. The design plan must include calculations for roof equipment, support, and attachment anchorage details as described in ASCE Chapter 13 / CBC 1613



HVAC SUBMITTAL CHECKLIST

BUILDING & SAFETY FORMS / APPLICATIONS

- Building Permit/Plan Review Application
- Mechanical Permit Application
- Building Project Identification Form

MECHANICAL EQUIPMENT SCHEDULE *(Page 4 of this document)*

- Completed Mechanical Equipment Schedule for **both existing and new systems** including:
 - ✓ Manufacturer's specifications including unit weight (which must be less than or equal to the existing unit weight)
 - ✓ Electrical and gas requirements

BUILDING PLANS

COMPLETE SET OF BUILDING PLANS

Cover sheet with:

- ✓ Vicinity map & sheet index
- ✓ Building data legend:
 - Project address and APN
 - Business name
 - Owner's name & address
 - Occupancy group for each occupancy (see CBC Chapter 3)
 - Specify building type of construction (see CBC Chapter 6)
 - Number of stories
 - Name, address, and telephone number of the person preparing plan(s)
- ✓ Current Building Code cycle:
 - 2022 California Residential Code (CRC)
 - 2022 California Mechanical Code (CMC)
 - 2022 California Plumbing Code (CPC)
 - 2022 California Electrical Code (CEC)
 - 2022 California Energy Code (CEnC)
 - 2022 California Fire Code (CFC)
 - 2022 California Existing Building Code (CEBC)
 - 2022 California Green Building Standards Code (CGBSC)
 - City of Calabasas Amendments
- ✓ Where required by Planning, "Conditions of Approval" shall be inserted as a separate page(s) behind the cover sheet



HVAC SUBMITTAL CHECKLIST

- Site plan with roof details calling out location of existing and new heating, cooling, and ventilation equipment, along with roof access location(s)
- Completed and superimposed Mechanical Equipment Schedule on the plans
- Specify if existing roof curbs will be utilized and provide roof framing plan for new roof curbs, replacement units exceeding existing unit weight, or new roof openings
- Exact size and location of combustion air openings or ducts as required in the 2022 CMC, Chapter 5
- Verify the outside air minimum of 15 cubic feet per occupant is met
- Show condensate drain location and approved receptor
- Include rooftop and ground mounting detail (all units regardless of weight)
- For systems weighing over 400 pounds** provide support system detail for all new (N) mechanical equipment and provide structural calculations
- Illustrate energy requirements from the provided energy analysis on the plans
- Additional structural, mechanical, electrical, and plumbing detail as required based on project parameters

TECHNICAL DOCUMENTS

- [Title 24 Non-Residential Energy NRCC](#) Forms & calculations
- Seismic restraint design per ASCE Ch.13 / CBC§1613 as applicable; provide details for all connections
- Structural calculations, if applicable
- Truss calculations, if applicable

All of the required documents must be submitted with your application through the [ONLINE PORTAL](#).

Once accepted, you will receive a request for payment of plan review fees. **Please note that your plan review turnaround timeline begins on Tuesday or Thursday immediately following payment of plan check fees.**



MECHANICAL EQUIPMENT SCHEDULE

EXISTING EQUIPMENT							ELECTRICAL		
MANUFACTURER	MODEL #	FUEL TYPE	CFM (1) RATING	OPERATING WEIGHT	LOCATION (2)	GAS BTU/ HOUR	VOLTAGE	MCA (3)	MOCP (4)

NEW EQUIPMENT							ELECTRICAL		
MANUFACTURER	MODEL #	FUEL TYPE	CFM (1) RATING	OPERATING WEIGHT	LOCATION (2)	GAS BTU/ HOUR	VOLTAGE	MCA (3)	MOCP (4)

1. Air handling systems consisting of one or more units with combined air movement >2000 cubic feet per minute (CFM) require supply duct smoke detection and auto-shutdown; reference CMC
2. Rooftop, ground-mounted, or other
3. Minimum circuit amps (MCA)
4. Maximum overcurrent protection (MOCP)

Form completed by
(please print)

Signature

Date

First Name

Last Name
