



TOWN of CARY

Inspections & Permits Department
316 North Academy Street
Cary, NC 27513
(919) 469-4043 Fax: (919) 462-3840
Voice Response Unit: (919) 462-3800
Email: BuildingSafety@townofcary.org
www.townofcary.org

RESIDENTIAL HVAC & WATER HEATER CHANGE OUT INSPECTION QUESTIONNAIRE

Permit # _____ - _____

In order to help us provide you with quicker, easier, and more effective service, this form should be completed by the contractor prior to scheduling inspections for all residential water heater and HVAC change outs, and should be left on-site and available to the inspector at the time of the inspection. You may give this form to the inspector by hand, post in a prominent location, or leave with the equipment to be inspected.

PROJECT INFORMATION

Project Address _____ City _____ ZIP _____
Subdivision _____ Lot No. _____
Homeowner Name _____ Homeowner Phone (____) _____

HVAC CHANGE OUT (check all that apply)

Type of HVAC equipment: Split unit Package unit Other _____
Heat source: Electric Gas Other _____
Was any additional duct work installed? No Yes (If yes, please specify) _____
Where is the new equipment located?
 Attic (If access requires a ladder, it must be provided and in-place prior to the inspection) Crawlspace (must be unlocked)
 Outside (specify) _____ Other (specify) _____
Location(s) of condensate drain termination: _____
 Do you have Carbon Monoxide Alarms as required per the Residential Building Code R313.1.2 & R313.1.3 for HVAC change outs?
 If not, has your Contractor provided them outside of all the sleeping areas in the residence as required?
What type of power supply do your Carbon Monoxide Alarms have? Hard-wired Plug-in Battery

Where is the breaker/fuse located? Inside house (specify room) _____ Garage Outside
Type: Breaker box Pull out fuse
Breaker size(s): Outdoor unit: _____ Amps Heat strips: _____ Amps
Is label on unit appropriately marked? No Yes

WATER HEATER CHANGE OUT (check all that apply)

Type of water heater: Electric Gas Tankless Other _____
Where is the new equipment located?
 Attic (If access requires a ladder, it must be provided and in-place prior to the inspection) Crawlspace (must be unlocked)
 Outside (specify) _____ Other (specify) _____
Has the water heater been relocated as part of this installation? No Yes
If yes, specify _____ (Inspector will require access to previous location)
Location of expansion tank: _____
Note: The NC State Plumbing Code requires an expansion tank on a tankless water heater that has a circulating pump.
Is the CSST gas pipe bonded as required per the 2009 Fuel Gas Code 310.2? Yes No
 Do you have Carbon Monoxide Alarms as required per the Residential Building Code R313.1.2 & R313.1.3 for W/H change outs?
 If not, has your Contractor provided them outside of all the sleeping areas in the residence as required?
What type of power supply do your Carbon Monoxide Alarms have? Hard-wired Plug-in Battery

CONTRACTOR CONTACT INFORMATION

Company Contact Name Contact Phone

INSPECTION TIPS...

- On the morning of your scheduled inspection, you may call (919) 469-4341 between 7 a.m. and 7:30 a.m. to get the name and phone number of your inspector so you can contact your inspector to coordinate a time.