

NON-RESIDENTIAL HVAC CHANGE OUT

This form must be completed by the mechanical contractor listed and provided with the completed [COMMERCIAL APPLICATION FOR PERMIT](#).

PART 1: TECHNICAL INFORMATION

If you have questions about how to complete this section please call 919-469-4043 (Inspection & Permits Dept)

HVAC Unit Specs: Manufacturer _____ CFM _____ Size (in tons) _____

- 1. Are duct detectors required or provided? yes no
- 2. If “yes” to question #1, are the duct detectors new? yes no, they are existing n/a
- 3. Is this tenant space protected by a fire alarm? yes no

If the answers to questions 2 and 3 are both “yes”, a fire alarm permit must be obtained prior to issuance of this permit. Complete the appropriate section of page 3 of the Commercial Application and add fire alarm to the scope of the work on page one. The fire alarm work must be inspected and approved by the office of the [Fire Marshal](#) prior to scheduling a final mechanical inspection. If you have questions beyond the permitting processes contact the Cary Fire Department at (919) 469-4057.

- 4. Is outside air required for this installation per [North Carolina Mechanical Code Table 403.3](#)? yes no
 If “yes”, list the occupancy category utilized from Table 403.3 _____
 If “no”, explain why not _____

- 5. Is outside air currently being provided? yes no
 If “yes”, provide the outside air quantities: Percentage: _____ or CFM: _____

- 6. Where is the equipment located? Check all that apply. ground roof inside the building
 If the equipment is located outside (on the ground or on the roof) please complete [Part 2](#) below.

PART 2: EXTERIOR EQUIPMENT SCREENING INFORMATION

All mechanical equipment must be fully screened from the view of streets and adjacent property in accordance with Section 7.2.8 (B) of the [Town of Cary Land Development Ordinance](#) (LDO). If you have questions about how to complete this section please call 919-469-4082 (Planning Department).

- 1. What size are the existing exterior units proposed to be replaced?
Unit 1: L x W x H (length x width x height) ____ x ____ x _____, Unit 2: L x W x H ____ x ____ x _____

- 2. What size are the proposed exterior units?
Unit 1: L x W x H (length x width x height) ____ x ____ x _____, Unit 2: L x W x H ____ x ____ x _____

- 3. Is the mechanical equipment currently screened from offsite view? yes no
 If “yes”, please describe the current equipment screening and indicate how it fully screens the view from streets and adjacent property per LDO Section 7.2.8 (B). If “no”, check “yes” for question #4 below.

- 4. Will additional screening be required for this installation? yes no
 If “yes”, please provide information, schematic drawings and/or photographs with this application to demonstrate the method and materials proposed to screen the equipment per LDO Section 7.2.8 (B). The information must include the height of the screening.