

# 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.