



TOWN of CARY

Inspections & Permits Department
316 North Academy Street
Cary, NC 27513
(919) 469-4046 Fax: (919) 462-3840
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.