



## Permit Guide Mechanical Plan

In order to perform a thorough Mechanical Plan review, the following specifications, drawings, and details should be submitted:

- Complete signed and sealed plans and specifications of all heating, ventilating, and air conditioning work
- Listing and labeling criteria of all mechanical equipment
  - Heating equipment data including the following: Equipment capacity (b.t.u.)
  - Controls
  - Appliance layouts showing location, access, and clearances
  - Disconnect switches
  - Indoor and outdoor design temperatures
- Ventilation data, ductwork, and equipment including the following:
  - Ventilation schedule indicating the amount of outside air (in c.f.m.) supplied to each room or space
  - Layout showing outside air intakes
  - Construction of ducts, including support and sheet metal thickness
  - Duct lining and insulation materials with flame spread and smoke-developed ratings including R-value / thickness
    - Exhaust fan ductwork layout and termination to the outside
    - Size of louvers and grilles for attic venting
- Boiler and water heater equipment and piping details including safety controls and distribution piping layout
- Gas and fuel oil piping layout, material, sizes, valves, meter location, and total gas load
- Combustion air intake quantities and details
- Commercial kitchen exhaust equipment details including hood and fan drawings, details of automatic fire suppression, clearances, exhaust, and makeup air rate – CFM
- Chimney and chimney connector or vent and vent connector details and connector gages, clearances, and size
- Mechanical refrigeration equipment data and details
- Solid fuel burning appliance details including incinerator and fireplace drawings and details
- Energy conservation equipment data and details