



CLARK COUNTY
WASHINGTON

COMMUNITY DEVELOPMENT
BUILDING SAFETY

HVAC Replacement - Commercial

Checklist for over-the-counter review for RTU and split system replacement

Rev 8.13.19

Working together. Securing your safety. Protecting your investment.

Project information

Applicant Name: _____

Project Address: _____

Permit Number: _____

County approvals

Permit Tech: _____

Plans Examiner: _____

An over-the-counter review is not applicable in the following situations, in addition to those indicated below:

- Gas connection – new BTU input exceeds existing
- Structure was built before 1994
- New weight of the curb and system is greater than existing
- Change of occupancy
- Multiple zone unit

Like for like replacement only (No ductwork modification)

Existing model # and nominal tonnage _____

New model # and nominal tonnage _____

Does the replacement unit include an economizer?

Yes. Proceed to next question.

No. An economizer is required. Not applicable for over-the-counter approval. Apply for a mechanical permit.

Economizer is not required for split system under 3.5 tons. Proceed to next question.

Have you provided the manufacturer's listing / equipment specification sheet?

Yes. Proceed to next question.

No. Manufacturer's listing / equipment specification sheet is required.

Is the unit four (4) tons or less?

Yes. WSEC compliance form is not required. Continue with over-the-counter review.

No. WSEC compliance form is required. Not applicable for over-the-counter approval. Apply for mechanical permit. Visit <http://waenergycodes.com> for compliance forms.

Will the new equipment weigh less than 400 lbs.?

Yes. Proceed with over-the-counter review.

No. Structural calculations for vertical and lateral loads required. Not applicable for over-the-counter approval.