



AIR CONDITIONING CHANGE OUT FORM

Instructions:

- Alongside your permit application, submit two completed copies of this form, AHRI Certificate, signed and sealed tie down details, duct work drawings (if applicable), and completed electrical permit application (if applicable)
- This form must be posted with the permit card on site for inspections.
- An approved ladder will be required for all attic and rooftop inspections.

Permit Number: _____ Contractor: _____

Address of Work: _____

DATA	EXISTING UNIT	NEW UNIT
MANUFACTURER		
PACKAGE UNIT		
AIR HANDLER MODEL #		
CONDENSER UNIT MODEL #		
TONAGE/BTU'S		
HEAT STRIP KW		
BREAKER/FUSE SIZE (MIN/MAX)		
LOCATION OF CONDENSER		

Will the change out be an exact change out? Yes No

Will electric work be done on the line side of the disconnect?
(If yes, an electric permit is required). Yes No

Will ductwork be installed, repaired, or replaced? Yes No

Will a new support stand be installed on the roof? Yes No

Will a smoke detector be installed/reinstalled?
(Note: required for commercial 2000 CFM+ or 5 ton) Yes No

Will a heat recovery unit be installed/reinstalled? Yes No