



NONRESIDENTIAL HVAC ONLINE SUBMITTAL CHECKLIST



COMMUNITY DEVELOPMENT DEPARTMENT • 345 N EL DORADO STREET • STOCKTON, CA 95202 • (209) 937-8561
www.stocktonca.gov/buildingpermits

Prepare and save your **DOCUMENTS** and **PLANS** as PDF files. These will become your application attachments. If applicable, see [Non-Residential - HVAC Change-Out Requirements](#) and [ladder requirements](#) for additional information.

Initiate an application in the [Online Permit System](#) and select the following scope of work:

- OTC – HVAC

Enter your project information and attach the following items. Be sure to select the document type as identified below.

DOCUMENTS

Energy Form:

- o Non-Residential HVAC Alteration Form “2019-NRCC-MCH-E”

Authorization Letter: (if applicable)

- o Signed letter on company letterhead giving permission to pull permits

Code Enforcement: (if applicable)

- o Notice of violation received

Specifications:

- o Structural calculations, if applicable
- o Truss calculations, if applicable
- o If the installation includes a gas furnace, gas diagram shall be provided including the following information on new and existing gas system:
 - a. Location of gas meter
 - b. Gas pipe material and sizes of new and existing lines.
 - c. Branches and main line distances (horizontal and vertical).
 - d. Gas input of all gas appliances connected to gas system.
 - e. Gas sizing method being used from CPC.

NOTE: If the new or replacement unit has smoke detection installed, exceeds 2,000 CFM, or serves a room where multiple systems exceed 2,000 CFM, the system must be equipped with duct smoke detection and an automatic shutoff. A Fire Department Permit will be required in accordance with the California Fire Code. Contact the City of Stockton Fire department at (209) 937-8271 for more information about this requirement.

Once your application has been processed, you will receive a link to download your permit documents. These documents must be onsite when an inspection is performed.

We encourage all applicants to utilize the [Online Permit System](#) to submit, but applicants may also submit in-person at the Permit Center. To submit at the Permit Center, please provide the items listed above along with a completed [Building Permit Application](#).