



RESIDENTIAL 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, please also see [Residential-HVAC Change-out Requirements](#) and [ladder requirements](#) for additional information.

Initiate an application in the [Online Permit System](#), 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 Residential HVAC Alteration Form “2019-CF1R-ALT-02-E” or “2019-CF1R-ALT-05-E” depending on your project.

Ownership Documents / Photo ID: (if applicable)

- o State ID / Driver’s License
- o Signed deed if house was recently purchased
- o LLC or Corporation documents to confirm ownership of person applying for permit

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 / Calculations: (if applicable)

- o If new mechanical unit is in attic or on top of existing roof, Provide structural and installation details per sections 303.8 and 304.0 of the 2019 California Mechanical Code.
- 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.

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](#).