



CITY OF CAMPBELL
Community Development Department

**RESIDENTIAL HVAC/FURNACE INSTALLTION/REPLACEMENT
APPLICATION CHECKLIST
BUILDING PERMIT APPLICATIONS**

This Residential HVAC/Furnace Installation/Replacement Application Checklist (“Checklist”) is intended to facilitate the submittal of a mechanical permit application to the City of Campbell Building Inspection Division. Please note that there are specific Checklists for different application types (e.g., Service Upgrades, Reroofs, HVAC Replacements, etc.). If you are unsure of which Checklist to refer, please visit the Building Application Checklists webpage at <http://www.cityofcampbell.com/1056/Building-Application-Checklists>. If you need additional assistance, please contact the Building Inspection Division at (408) 866-2130 or building@campbellca.gov, or visit us at City Hall.

APPLICATION TYPES

This Checklist is to be used for **Residential HVAC/Furnace Installation/ Replacement Permit Applications** only.

HVAC or Furnace Installations/Replacements are limited to Licensed Mechanical Contractors (C-20) or “Owner-Builders”.

DIGITAL SUBMISSION ALLOWED

The City of Campbell utilizes an online permit system called MyGovernmentOnline (“MGO”). **Applications for a HVAC/Furnace permit can be electronically submitted through the MGO system**, accessible at <https://www.mygovernmentonline.org/>. Before you submit an application for the first time, you must create a user account. For more information, please visit the City’s Application Center at <http://www.cityofcampbell.com/1050/Applications-Center>. MGO also offers a customer service support line at (866) 957-3764 if you need assistance in creating a user account and/or navigating the system. Questions related to the application submittal requirements specified by this Checklist should be directed to the Building Inspection Division at (408) 866-2130 or building@campbellca.gov. If you require accommodation, there is a public kiosk in the Community Development Department that you may use to submit an application through the MGO system and/or create a user account.

HVAC/FURNACE INSTALLATION/REPLACEMENT BASIC REQUIREMENTS

Residential HVAC/Furnace installations/ replacements are a typical permit that can be obtained ‘on-line’ and require a limited number of inspections. The points following identify issues with HVAC/Furnace Inspections/replacements that can help you pass the inspection.

- Identify the location of the HVAC/Furnace.
- Identify the BTU of the unit.
- Identify if the new unit is using natural gas.
- Gas unit installed in garage must be elevated.
- If the duct work is placed, HERs Test is required.
- HVAC/Furnace shall be installed according to Mfg. Listed Instructions.