



Replacement/change-out of existing HVAC equipment shall require the submittal of plans for review by the Building and Safety Department and the Planning Department.

The Planning Department review will consist of verification of possible screening requirements of the replaced equipment.

The Building and Safety Department review will consist of verification of all NRCC energy forms that are required to be submitted, electrical requirements, structural requirements (if applicable), and other miscellaneous requirements on a per-site basis.

Energy forms that will be required during application submittal may be found at the link below.

<https://ww2.energy.ca.gov/2015publications/CEC-400-2015-033/appendices/forms/NRCC/>

All forms that are to be required shall be obtained by the applicant or contractor from the State of California Energy Commission website and all forms shall be completed prior to submitting to the City of Menifee.

### **Mandatory forms**

NRCC-MCH-01-E (Required for all submittals and projects). (Other forms may be required depending on work performed).

A total of four (4) complete plans shall be submitted for review and shall contain the following information. Minimum plan size shall be 11" x 17"

- Site plan indicating the building location on the property.
- Site address and Accessors Parcel Number (APN).
- Business name.
- Elevations of the building/structure (if equipment is larger than the original equipment.)
- Location of the HVAC equipment to be replaced (indicate the location on the roof and/or ground).
- Location of disconnects.
- Location of service receptacle outlets within 25' of the equipment.
- Manufacturer's specification sheets for all equipment that will be installed.
- Failure to provide all of the required information listed above will result in refusal of the application for permit.

Free to use code books and resources may be obtained at the links below:

<https://www.dgs.ca.gov/BSC/Codes>

<https://www.energy.ca.gov/programs-and-topics/programs/building-energy-efficiency-standards/2016-building-energy-efficiency>