

A QUICK GUIDE TO PERMITTING YOUR RESIDENTIAL HEATING & AIR CONDITIONING PROJECT

What is A Permit?

A permit gives you legal permission to start construction on a building project in accordance with approved plans. These are required by local Ordinance and the Kentucky Building Code.

When do you need a Permit?

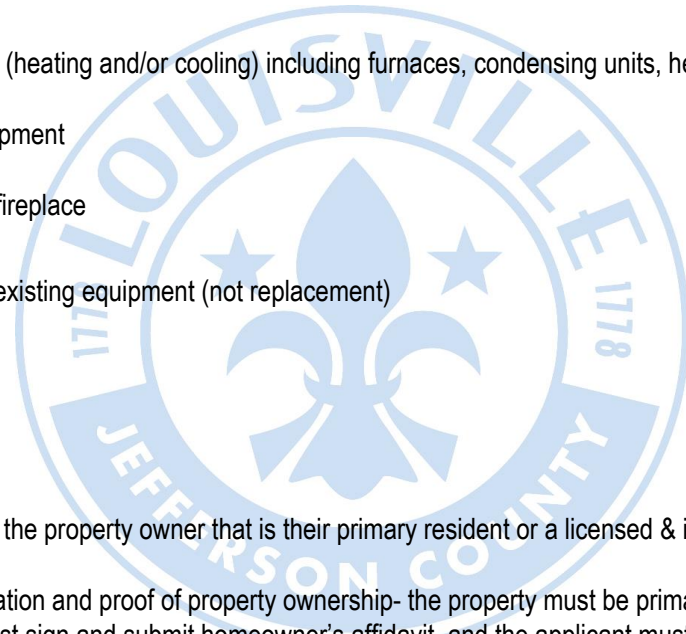
The Kentucky Building & Residential Codes require a permit to construct, enlarge, remodel, or change occupancy of a building, or to erect, install, alter, repair, remove, convert or replace any electrical, gas, mechanical, or plumbing system. If the project involves alterations to other building components a building permit, electrical permit, etc may be required.

Permits **ARE** required for:

- Installing a new HVAC system (heating and/or cooling) including furnaces, condensing units, heat pumps, fan coil units, ductwork, etc.
- Replacing existing HVAC equipment
- Adding or extending ductwork
- Installing a pre-manufactured fireplace

Permits are **NOT** required for:

- Regular service and repair of existing equipment (not replacement)
- Replacing ductwork
- Replacing a thermostat
- Replacing a grill or register
- Residential kitchen hoods



Who can apply for an HVAC Permit?

HVAC Permits may be issued to either the property owner that is their primary resident or a licensed & identified HVAC Contractor.

For a homeowner permit:

The homeowner must provide identification and proof of property ownership- the property must be primary residence and cannot be a rental or commercial. Homeowners must sign and submit homeowner's affidavit, and the applicant must provide information about the full design of system include sizing of equipment, ducts, and layout plan

**Due to the hazardous aspects of HVAC work including ensuring proper air flow, proper supply of combustion air to gas appliances, proper venting of dangerous combustion gases, and electrical connections, using a licensed HVAC contractor is always recommended. Search for contractors that are properly identified with the department here: [Business License Record](#)

Preservation Districts and Overlays

Projects in the local Preservation Districts and Overlays require review and approval prior to issuance of a building permit. Contact Planning & Design Services for information regarding [Preservation Districts and Overlays](#).

Other Approvals

A building permit evaluates a project for conformance with the Kentucky Building Codes. In Louisville Metro there are additional regulations that may apply to your project.

Zoning

Front, side, and rear yard setbacks may apply to new outdoor condensing units & equipment – Chapter 5

The Land Development Code can be found on the website of Planning & Design Services:

[Land Development Code](#)

Site Information

To learn the zoning and form district, as well as other useful geographic information about your property, please visit our LOJIC mapping website here: [Lojic Map](#)

Note: These are general comments only; your site may have additional requirements based on site specific conditions.

Preservation Districts and Overlays:

Projects in the local Preservation Districts and Overlays require review and approval for new work on the exterior of a property. Contact Planning & Design Services for information regarding [Preservation Districts and Overlays](#).

Utility Easements:

Your property may contain utility easements which may prohibit construction. Confirm the existence of any easements as you plan your project.

Metropolitan Sewer District (MSD):

MSD has requirements regarding flood plain, sewer connections, storm drainage, & erosion control.

Small Cities:

Smaller cities within Louisville may require review of projects within their city limits. Be sure to check for such requirements as you plan your project.

Applications

Applications are available in our office or online at: [HVAC Permits](#)

A submittal should include a completed application form and drawings to explain the project.

[Residential Building Permit Checklist](#)

Fees are noted on the Promulgated Fees & Regulations chart at: [Promulgated Permit Fees](#)

Plumbing:

Permits are obtained from the State Department of Housing, Buildings, & Construction Division of Plumbing. Their forms, regulations, and contact information can be found on their website: [Division of Plumbing](#)

Inspections:

All permits require inspections by our department to ensure that all applicable code requirements have been met and that the project has been constructed according to the approved plans. The number of inspections varies according to each project but generally occur at foundation stage, framing or "rough-in" stage, and a final inspection. It is the responsibility of the permit holder to notify the department when the work is ready for inspection

To request an inspection, simply contact the Department as noted below and make your request.

Contractor issued permits

Building/HVAC/Electrical inspections can be requested either online by using the [Accela Citizen Portal](#) or call us 502.574.4400

Homeowner with your own permit [email us your request](#).