



Louisville – Jefferson County Metro Government

CONSTRUCTION REVIEW DIVISION

DEPARTMENT OF CODES AND REGULATIONS

444 S. 5th Street – Louisville, KY 40202

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A QUICK GUIDE TO PERMITTING YOUR RESIDENTIAL HEATING AND 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
- 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 or a licensed & identified HVAC Contractor.

For a homeowner permit:

The homeowner must provide identification and proof of property ownership- the property 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 [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:

<http://www.louisvilleky.gov/PlanningDesign/>

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.

Forms & Fees Application Forms are available in our offices or online at:

<https://louisvilleky.gov/government/get-permit>

A submittal should include a completed application form and drawings to explain the project. Refer to the residential checklist:

https://louisvilleky.gov/sites/default/files/construction_review/construction_review/residential_checklist.pdf

Fees are noted on the application forms and posted on our website at: <https://louisvilleky.gov/government/construction-review/permits-licensing>

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: <http://dhbc.ky.gov/Plb/Pages/default.aspx>.

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