

HVAC Permit Quick Reference

What commonly triggers a review, and what to ask before you sign

What can trigger a permit review

- 1 Replacing a furnace or air conditioner**
Swapping equipment for a similar type in the same location is one of the situations commonly reviewed under a mechanical permit application.
- 2 Adding or moving ductwork**
Changing where supply and return lines run is typically reviewed alongside the equipment itself.
- 3 Installing a new gas line or gas appliance**
Gas work is generally reviewed by the municipality and separately by TSSA for the installer's credential.
- 4 HVAC work folded into a bigger project**
Mechanical changes alongside a basement finish or addition are usually reviewed together with the rest of that permit.

Questions to ask before you sign

- 1 Who is preparing the permit drawings**
Ask whether the contractor handles this directly or works with a separate drafting service.
- 2 Does the quote include the permit application**
Confirm whether that piece is priced separately before you compare quotes.
- 3 What is the expected review timeline**
Ask how that timeline lines up with when the work is scheduled to start.
- 4 Who follows up if something is flagged during inspection**
Clarify this in writing before the project begins.

What to have ready

- 1 Equipment specifications**
Model and capacity details for the new unit.
- 2 A sketch of the mechanical room**
Location of existing equipment, vents, and gas lines helps a reviewer follow the plan.
- 3 Contractor and gas fitter credentials**
Have this information on hand since it often comes up during the review.

Bring this list to your first conversation with a contractor or drafter, so you know what to ask before signing anything.

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