

BOONE COUNTY BUILDING DEPARTMENT

RESIDENTIAL HVAC PERMITS

Effective January 1, 2011: All HVAC installations will be permitted separately for all construction projects, both residential and commercial per 815 KAR 8:070.

PERMITTING

- Copies of the HVAC permit applications are available on our website: www.boonecountyky.org/bd
- Please use the appropriate permit application for
1) One and Two Family; or 2) Multi-Family
- HVAC permits will only be issued to a Kentucky Master HVAC Contractor or Homeowner (with conditions). The Contractor's signature is required at the bottom of each permit application. Contractor must also provide a copy of a valid Kentucky Master HVAC License or Wallet Card; a valid Boone County Occupational License; and a copy of a Kentucky Workers Compensation Insurance Certificate.

PLANS AND SPECIFICATIONS

- Please submit two sets of HVAC design specifications including Manual D and J with your permit application. One approved set will be returned to the permit applicant to be used on the jobsite during inspections.
- If residential design specs can not be presented at the time of the permit submittal, the HVAC contractor can present the specs at the jobsite during the HVAC Rough inspection.
- Effective May 1, 2010 the Building Department will mandate that the residential HVAC design specs be provided at time of permit submittal.

PERMIT FEES

- The appropriate permit fee is listed on each HVAC permit application. Fees must be paid at time of submittal.
- Per the 2007 Kentucky Building Code, Section 108.2, a \$500 fine may be levied by the Boone County Building Official for any HVAC installation that begins without a required permit.
- Permit fees may be paid in by cash or check. Credit cards are not accepted.

INSPECTIONS

- A 2011 Kentucky HVAC Program Regulation Manual is available from the Kentucky Department of Housing, Buildings and Construction at 502-573-0373, or can be downloaded from their website at www.dhbc.ky.gov
- HVAC ROUGH: A rough inspection is required prior to installation of insulation.
- HVAC FINAL: A final inspection is required when the HVAC installation is complete and the structure is ready to occupy.
- It is the duty of the HVAC Contractor to contact the Building Department for the rough inspection. A HVAC Journeyman working on site must be working under the direct supervision of a Master HVAC Contractor. Contractor must be on site for all inspections.