

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. HVAC permits are required for all installations in 2011 regardless of the permit application date of the project.

PERMITTING

- Copies of the HVAC permit applications are available online:
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. Homeowners are permitted to perform HVAC work on ONE residential dwelling during a five (5) year period (excluding the installation of freon – this must be provided by a licensed HVAC installer).
- The Contractor or Owner'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 the 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, 2011 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 2013 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 final inspection. The Building Department will not accept inspection requests by the homeowner. Contractor must be on site for all inspections.