

BOONE COUNTY BUILDING DEPARTMENT

COMMERCIAL 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 online:
www.boonecountyky.org/bd
- Please use the appropriate permit application for
1) HVAC Commercial Permit Application or 2) Multi-Family Permit Application
- HVAC permits will only be issued to a Kentucky Master HVAC Contractor
- The Kentucky Master HVAC 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 fill out the affidavit of assurance.

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.
- HVAC plan review will be based out of the following code books: 2009 NFPA54; 2012 IECC, 2012 IMC and 2013 KBC.
- Com Check needs to be filled out and submitted. Com check can be located on the State of Kentucky's website at www.dhbc.ky.gov

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 made payable to "Boone County Fiscal Court. We accept all major credit cards except for American Express.

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.