



# CONTRACTOR'S HVAC (MECHANICAL) PERMIT-Plans & Documents Requirements Checklist

PL1224 (R2025-03)

Trade Permit Number: \_\_\_\_\_

The status of your permit is pending approval because it requires plans and documents to be submitted, reviewed and approved prior to issuing the permit. Work on this job should not commence until the permit is issued.

## REQUIRED PLANS/DOCUMENTS

The plans/documents submitted must meet all the requirements identified within HVAC Plans Submission, as required under the Alberta Building Code, 6.2.1.1. Good Engineering Practice.

- 1) Heating, ventilating and air-conditioning systems, including mechanical refrigeration equipment, shall be designed, constructed and installed in conformance with good engineering practice such as that described in, but not limited to
  - a) ASHRAE Handbooks and Standards
  - b) HRAI Digest
  - c) Hydronics Institute Manuals
  - d) NFPA Standards
  - e) SMACNA Manuals
  - f) Industrial Ventilation Manual published by the American Conference of Governmental Industrial Hygienists
  - g) CAN/CSA-B214 Installation Code for Hydronic Heating Systems
  - h) CAN/CSA-Z317.2 Special Requirements for Heating, Ventilation, and Air Conditioning (HVAC) Systems in Health Care Facilities
- 2) Where a health or safety hazard to a worker could result from the production or dissemination of airborne contaminants or from oxygen deficiency in the air, the ventilation systems serving these spaces shall conform to the Occupational Health and Safety Code.

## IMPORTANT

Plans and documents submitted must adhere to applicable codes, standards and regulations.

## INSTRUCTIONS

To expedite the review and approval process, and to enable us to provide you with a high level of customer service, please ensure that:

- Plans and documents submitted are clear, legible and precise
- Plans and documents are prepared to professional drafting standards
- All required plans and documents are submitted at the same time
- Checklists may be updated periodically. Please ensure you have the most recent version by clicking on the link included in your permit confirmation email

### Note:

- To align with regulatory requirements, all trade permit applications must include the owner's contact information. This ensures the owner receives important updates regarding inspections and job access codes. Applicants are responsible for obtaining and providing this information before applying.
- The required contact information must belong to the registered property owner, not just the person hiring the contractor.

## HOW TO SUBMIT

Email	Drop-Off	Mail-In
<a href="mailto:mechanical.inspection@calgary.ca">mechanical.inspection@calgary.ca</a>	Attention: Mechanical Plans Examiner, 3rd Floor Permit Pickup Counter, Municipal Building, 800 Macleod Trail South	City of Calgary, PO Box 2100, Stn. M, Calgary, AB, T2P 2M5, Attention: Mechanical Plans Examiner, Mail Code 8114

For further information email [mechanical.inspection@calgary.ca](mailto:mechanical.inspection@calgary.ca) or telephone 3-1-1.