



APPLICATION FOR HVAC PERMIT OR HVAC PLAN CHECK

FOR OFFICE USE ONLY	
Customer Name: _____	Q-Matic #: _____
PCIS #: _____	_____

PROJECT ADDRESS	City	Zip	Unit No.
Cross Street:			

WORK DESCRIPTION

Briefly describe the scope of work:	Check one: <input type="checkbox"/> House/Duplex <input type="checkbox"/> Apt, Condo, Townhouse <input type="checkbox"/> Commerical, Hotel, Motel
	<input type="checkbox"/> 3 stories or less <input type="checkbox"/> more than 3 stories

Applicant's Name	Number & Street Name	City & Zip Code	Phone Number	Email
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Property Owner's Name	Number & Street Name	City & Zip Code	Phone Number
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Contractor's Name	Number & Street Name	City & Zip Code	Phone Number
City of Los Angeles Business Tax Registration Certification		State License #	Class
Worker's Compensation Carrier		Policy #	Expiration Date

Engineer's/Architect's Name	Number & Street Name	City & Zip Code	Phone Number
State License #		Expiration Date:	

APPLICATION PROCESSING INFORMATION	
OK for Cashier: _____	Date: _____

For Cashier's Use Only

Permit Fee - Subtotal	
Permit Issuing Fee	
Permit Supp. Issuing Fee	
Permit Investigation Fee	
Plan Check Fee - Subtotal	
Additional Plan Check Hours	
Off - Hour Plan Check	

List of Equipment

Please enter the number of items in each box below. Leave blank if not applicable.

Compressor

AC <= 25 HP	AC 26-49 HP	AC >= 50 HP	Refrig. <= 25 HP	Refrig. 26-49 HP	Refrig. >= 50 HP

Witnessing Tests

Heating/Cooling Equipment	Smoke Control	Ventilating System

Environmental Vent System

Bathroom	Conference Room	Corridor	Dryer	Electrical Room	Elevator Machinery Rm
Environmental Vent System	Kitchen Residential	Laundry Room	Storage Room	Telephone Equipment Room	

Fire Protection Devices

Area Type Smoke Detect	Comb. Smoke/Fire Damper	Duct Type Smk Detector	Fire Damper	Smoke Damper

Hoods

Fume	Type I-Hood	Type II - Hood

Heating Appliance

Appliance Vent-Listed	Fireplace-Gas	Fireplace-Solid Fuel	Gas Furnace-MB tu/h	Gas Heater-MB tu/h	Metal Chimney Unlisted

Kitchen Commercial Vent System

Type I Grease Duct	Type II Duct

Prod Conveying Vent System

Class H Occ. Room	Garage	Halon Exhaust	Refrigeration Machinery Rm	Smoke Ctrl System
Smoke Evacuation	Stairwell Pres. Sys.	Transformer Vault	Prod. Conv. Vent System Misc.	

System Components

Air Handling Unit	Air Inlet/Outlet	Conditioned Floor Area ⁽¹⁾	Evaporative Cooler	Incidental Gas Piping Outlet

Miscellaneous

Change of Address	Extra Trip	Misc. Permit	Transfer of Permit ⁽²⁾	Add/Alter/Repair

Plan Check Items

Cooking Hood Type I	Cooking Hood Type II	Fume Hood	Vent System for Type I Hood	Vent System for Type II Hood	Product Conveying Vent System	Smoke Control System	Stair Pressurization System	Duct Joints

NOTE: (1) Use this box only when there are no air inlets/outlets. (2) For change of contractor, check the "Transfer of Permit" box. (3) Any entry in these boxes may require plan check. See the Information Bulletin No. P/GI 2002-13.