

## HVACR/Gas Permit Application Requirements and Guidelines

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### TOWN OF TOWNSEND

P.O. Box 223, 661 SOUTH STREET, TOWNSEND, DE 19734

PHONE: 302-378-8082 • FAX: 302-378-7099 • [WWW.TOWNSEND.DE.LAWARE.ORG](http://WWW.TOWNSEND.DE.LAWARE.ORG)

This form is intended to help avoid any delays in processing your permit. All Town of Townsend forms are available via the town website and at the Town Hall located at 661 South Street.

- **Application for HVACR Permit** - All applicable fields of application must be completed entirely
  - Tax Parcel (located on NCC Web Site [[www.nccdela.org](http://www.nccdela.org)] or from property owner)
  - Job Location (with lot # or subdivision)
  - Contractor Signature & License number
  - Related Building Permit # (if applicable)
  - Description of Job (explanation on only the work you are performing)
  
- **Permit Plans** – Two (2) copies of legible drawings/plans must be submitted with permit (excluding residential projects) to include:
  - Location of unit
    - Include measurements from edge of roof, if located on roof
    - Include roof pitch, if not on a flat roof
  - Types of pipe used
    - Roof top units require sealed structural drawings (not required for replacement of same)
    - Outside air calculations where applicable (sample worksheet available)
    - Duct size
    - Duct insulation (R-Value)
    - CFM @ all supply outlets
    - Location of return and CFM
    - Total CFM of unit
    - Combustion air source
      - If air is taken from inside, include room volume (L x W x H)
    - Condensation disposal location
    - Chimney/vent info
      - Length, height, size, and type
  - **Permits with Gas Piping** must also contain two (2) copies of legible construction documents of the gas piping submitted with the permit application to include:
    - **Gas Piping**
      - Total length of run
      - Sizes of lines
      - BTU load for each appliance in the system (including pool heaters)
      - Working pressure to be used & type of gas (including pool heaters)
      - Valve locations
    - **Underground Piping**
      - Depth of piping
      - Tracer wiper needed for plastic piping
      - All above requirements
    - **Pool heater gas lines must include all above requirements and placement location on lot**