

How to Apply for a Permit to Install or Repair an Air Conditioning System

What permits do I need to install or repair an air conditioning system?



You need a combination permit, which includes mechanical, electrical, and plumbing permits.

How do I apply for a permit?



Submit an application to Building that identifies the property, lists the name of any architect or engineer who will work on the project, and describes the proposed work in detail. For a new installation, you must also submit plans showing the location of the unit and any electrical work involved, and duct details.

For a repair, you need submit only the application.

A separate handout entitled **Plan Requirements** provides more details about plans and gives you examples of how they should be drawn.

At what point should I call for an inspection of my project?



During the project, you should request inspections before concealing work. After you have completed the project, you should request a final inspection.

What fees must I pay?



You must pay electrical, plan check, filing, and microfilm fees.

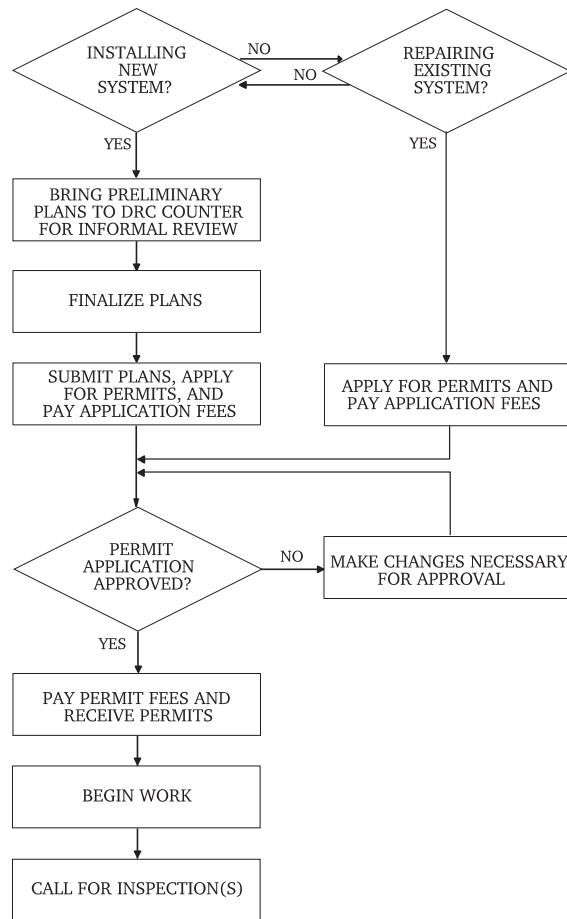
What's the next step in this process?



Read the pamphlet **General Procedures When You Apply for a Planning or Building Permit**. This pamphlet explains the general procedures for applying for a permit, paying fees, calling for inspections, and other related matters. After you have become familiar with this document, we recommend that you prepare some very preliminary plans and bring them to the DRC counter so that we can review them. An informal meeting at this stage may save you considerable time and money later on.

If you are new to San Mateo County, you may also wish to make an appointment to meet with staff as part of the County's Early Assistance Meeting Program. Early assistance meetings are designed to acquaint owner/builders, contractors, architects, and other professionals who are new to the area or are unfamiliar with our permit system, with the different agencies involved, and the various costs and requirements. There is no charge for the meeting, which you can schedule by calling (650) 363-4161.

Permit Process to Install or Repair an Air Conditioning System



San Mateo County
Planning and Building Division

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Planning and Building Division
455 County Center, Second Floor
Redwood City, California 94063
(650) 363-4161
FAX (650) 363-4849

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