



City of Medford  
Building Safety Department  
200 South Ivy Street  
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### EXISTING BUILDINGS Commercial Mechanical HVAC Equipment Checklist

- Is the proposed equipment supported by the existing structure and weighs more than 10% greater of the existing unit to be replaced?
- Is the proposed equipment supported by the existing structure and located in an area not previously occupied by an existing unit?
- Does the proposed equipment exceed any dimension of the existing equipment by more than 10%?
- Do the existing structural members require alteration or modification to accommodate the proposed equipment?
- Is the proposed equipment installed in or on an occupancy risk category IV building?

If any of the boxes above are checked, plan review is required and structural design for the structure or attachment to the structure may be required as well.

The following items applicable to your installation are required to be on site for the city inspector at time of inspection. Please check the boxes for all items that apply to your application and sign and date the form below. Completing this form signifies that you are aware of the requirements for inspection approval

- Equipment attachment to the structure to address potential seismic loads is required pursuant to ASCE 7-10 chapter 13 and 1613 OSSC.
- Economizers are required for cooling equipment more than 54,000 BTU total cooling capacity pursuant to 503.3.1 OEESC
- Equipment shall comply with the minimum energy efficiencies of 503 OEESC and shall be verifiable at time of inspection.
- Equipment exceeding 2000 cfm capacity on the return side of the system shall be provided with smoke detection in the return side plenum in accordance with 606 OMSC.
- Equipment required to have smoke detection shall be tested for operation by a third party inspection agency or qualified person(s) and a written report shall be provided on site at time of inspection.
- Installation instructions and listing information shall be provided on site with a copy of this form at time of inspection.
- A gas line schematic may be required on more complex installations to verify adequacy of the gas line system.
- Outdoor air and ventilation requirements shall be met in accordance with 403 OMSC. An air balance report may be required per 403.3.1.5 OMSC.
- Exhaust and intake opening locations shall comply with 501.3.1 OMSC

By completing this form, including signature and date, I agree to comply with the requirements above to obtain final approval of the installation for this application.

Signature\_\_\_\_\_

Date\_\_\_\_\_