



CITY OF MEDFORD
Building Safety Department
200 S. Ivy St., 2nd Floor
Medford, Oregon 97501
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COMMERCIAL MECHANICAL HVAC EQUIPMENT CHECKLIST

Does the addition or replacement of equipment result in an increase in the design gravity load by more than 5% or the existing equipment?

Does the replacement unit exceed any dimension of the existing unit by more than 10% or 6 inches, whichever is greater?

Are there additional modifications to the structural elements being performed, including re-framing of existing openings?

Is the proposed unit located in a different location from the existing unit?

Are you proposing to install conditioning equipment to a non-conditioned or semi-headed space?

If any of the boxes above are checked, plan review is required. Energy compliance and structural design for the structure or attachment to the structure may be required as well. Please check the boxes for all items that apply to your application. Completing this form signifies that you are aware of the requirements for inspection approval.

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

Equipment attachment to the structure to address potential seismic loads is required pursuant to ASCE 7-22, Chapter 13 and 1613 OSSC.

Economizers are required in accordance with 6.5.1 ASHRAE 90.1-2022. A common example: Individual fan cooling units exceeding 54,000 BTU's require economizers.

Equipment shall comply with the minimum energy efficiencies of Section 6.8 ASHRAE 90.1-2022. Energy forms are required to verify compliance and shall be provided on-site at time of inspection.

Equipment exceeding 2,000 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 qualified person(s) and a written report shall be provided on-site at time of inspection.

A gas line schematic may be required on more complex installations to verify adequacy of the gas line system. See OMSC Section C402.

Outdoor air and ventilation is required in accordance with 403 OMSC.

Exhaust and intake opening locations shall comply with 501.3.1 OMSC.

Installation instructions and listing information shall be provided on-site with a copy of this form at the time of inspection.

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

The contractor must inform the tenant for inspector access on the day of the inspection. A re-inspection fee may be assessed when access or city approved construction documents are not on-site.

Signature:

Date: