



City of Palm Springs

Building & Safety Department

3200 East Tahquitz Canyon Way, Palm Springs, California 92262

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www.palmspringsca.gov

Eligibility Checklist for Building SIMPLE – HVAC Replacement

This checklist is provided to determine if your application is eligible for Building SIMPLE permit processing. If any item is checked NO, revise design, otherwise complete a standard application and review process. Owner/builders cannot apply for Building SIMPLE permits at this time.

APPLICATION

- | YES | NO | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Are you a contractor who is licensed in the State of California to install HVAC equipment? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the new equipment similar to the equipment being replaced (same for same changeout)? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the building a single family residence, duplex, or townhome? |
| <input type="checkbox"/> | <input type="checkbox"/> | Will the new equipment be mounted in the same location as the old equipment? |

ELECTRICAL SYSTEM

- | YES | NO | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Will the new equipment have the same electrical requirements as the old equipment (No new circuits being added or amperage increased.) |
| <input type="checkbox"/> | <input type="checkbox"/> | Has the existing building wiring been checked to verify that it does not contain any aluminum wiring? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are all components listed and labeled in accordance with the California Electrical Code? |

GAS/PROPANE

- | YES | NO | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Will the new equipment have the same gas line requirements as old equipment? (Gas line not being altered or upsized) |
| <input type="checkbox"/> | <input type="checkbox"/> | Will the fuel type / pressure requirements remain the same as the old equipment? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are all components listed and labeled in accordance with the California Electrical Code? |

FEES

If it is found during the initial inspection that you have answered any of the questions incorrectly, your inspection will be failed, and you will be required to submit a standard permit application. **You will not be entitled to a refund of the Building SIMPLE fee if your project does not meet all the requirements for this permit type.**

INSPECTIONS

The installing company must coordinate inspections through Palm Springs Online.

A clear, legible copy of the manufacturer's installation instructions and/or plans must be on site for inspection.

For quality control purposes, Inspectors may require that the installation technician be present during the inspection to open disconnects / equipment and answer questions about the installation.

If any inspection is failed, the installing technician must be present during re-inspection.

If the Inspector cannot perform a full code compliance inspection due to the complexity of the installation or the use of non-standard or unlisted components, the SIMPLE permit will be voided, and a standard plan review will be required.