

## Suggested Guidelines for Building Departments to Handle Permit Submittals for HVAC Alterations (Change-outs)

Whether or not a HERS rater is required on the project needs to be determined as early as possible to prevent problems later. It is not required to be known prior to issuing a permit, or even performing the work, but because it can have a substantial impact on cost and scope of the project, it should be done ASAP. Note that a CF1R is not required to issue a permit, but is required to close a permit.

The HERS Provider Registry does an excellent job walking people through the process (like “Turbo-Tax”) and it is *recommended* that all HVAC alterations start there. It will help the applicant determine whether or not HERS verification is required, what HERS tests and compliance forms are required and it provides on-line tracking of the process for all parties. It will also generate a CF1R appropriate to the project, however, the HERS Provider charges a small fee and not all projects are required to be registered with a HERS provider.

Only projects that require HERS verification are *required* to be registered with a HERS Provider. This includes any alteration that involves the installation or replacement of the following:

- A/C condenser
- A/C coil
- Package unit
- Air handler (furnace, fan coil, etc.)
- Any refrigerant containing component
- More than 40’ of ducts

Exceptions to the requirement for duct sealing and HERS duct testing include:

- Duct systems that are insulated or sealed with asbestos
- Duct systems that have been previously tested for duct leakage
- Duct systems with less than 25 feet of ducts outside of the insulated shell of the building

Exceptions to the requirement for refrigerant charge verification by a HERS rater include:

- Project is not in climate zones 2, 8-15.
- Factory charged package units

Determining whether a project needs a HERS rater or not can be quite complex, which is why using the registry is always recommended, however, it can be done without the registry and if a HERS rater is not required, the registry is not needed at all.

When a permit applicant submits a handwritten CF1R-ALT-04 for an HVAC alteration, first determine if the CF1R indicates that HERS verification is needed. If it does, then they will eventually have to register the project and the registry will guide the process. If it does not, some effort should go into determining if the project is correctly described, and the Residential Compliance Manual Appendix E flow charts should be used (attached) to determine if no HERS rater is truly required. Note that if a HERS rater is not required the exceptions shown above must be field verified by the building inspector.

Use the following flow chart to guide you through this process. Once a project has been registered, use the HERS Registry to track the completion of all the necessary compliance documentation. Look for “All Green Dots”.

