



# RESIDENTIAL HVAC CERTIFICATION FORM

This form is required to be onsite for all mechanical inspections.

Property address or masterfile name: \_\_\_\_\_

Masterfile options (if applicable): \_\_\_\_\_

Building permit: \_\_\_\_\_ Mechanical permit: \_\_\_\_\_ System#: \_\_\_\_\_, area: \_\_\_\_\_sf

## HEATING EQUIPMENT DATA

Equipment type: \_\_\_\_\_  
furnace, heat pump, boiler, etc.

Manufacturer: \_\_\_\_\_

Model: \_\_\_\_\_

Input: \_\_\_\_\_ Btu/h

Output: \_\_\_\_\_ Btu/h

## COOLING EQUIPMENT DATA

Equipment type: \_\_\_\_\_  
air conditioner, heat pump, etc.

Manufacturer: \_\_\_\_\_

Model: \_\_\_\_\_

Total Capacity @ Evaporator: \_\_\_\_\_ Btu/h

Sensible Capacity (equipment): \_\_\_\_\_ Btu/h

Tonnage: \_\_\_\_\_ (1Ton = 12,000 Btu/h)

## HVAC DUCT LAYOUT DIAGRAM

(In the space below, provide a floor plan diagram of the duct system including trunk, branch, and outlet sizes)

I hereby certify as the system designer that the above information is accurate and in conformance with ACCA's Manual J, Manual S, Manual D, the ASHRAE Handbook of Fundamentals or other approved methods. I understand that additional information may be requested by the county to determine code compliance.

Printed name: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_ License no.: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email address: \_\_\_\_\_

Signature: \_\_\_\_\_

# INSTRUCTIONS FOR THE HVAC CERTIFICATION FORM

Follow the instructions below to complete the certification form. Per the Virginia Residential Code, equipment sizing shall be in accordance with ACCA Manual S based on building loads calculated in accordance with ACCA Manual J or other approved methodologies. It is the applicant's responsibility to conduct a load calculation in accordance with ACCA Manual J for all HVAC installations. While not initially required at permit application, this calculation may be required for permit issuance.

## General

- ▶ **Property address/masterfile name:** the address where the work is being completed or the specific name of a masterfile house type.
- ▶ **Masterfile options:** listed option(s) for this masterfile house type.
- ▶ **Parent building permit:** the building permit number for this house.
- ▶ **Mechanical permit:** the mechanical permit number for this HVAC system (number will be assigned when applying for this permit; if applying online, this number is not required).
- ▶ **System #:** unique designation of each separate HVAC system (a separate form is required for each).

- ▶ **System area:** total area served by the system.

## Heating Equipment Data

- ▶ **Equipment type:** the type of the heat source; furnace, heat pump, boiler, etc.
- ▶ **Manufacturer/Model No.:** the specific equipment manufacturer and model number being proposed.
- ▶ **Input:** the input capacity of a furnace or boiler in Btu/h.
- ▶ **Output:** the output capacity of a furnace or boiler in Btu/h.

- ▶ **Manufacturer/Model No.:** the specific equipment manufacturer and model number being proposed.

- ▶ **Total capacity @ evaporator:** the sum of the sensible and latent capacities of the equipment at the design temperature in Btu/h.

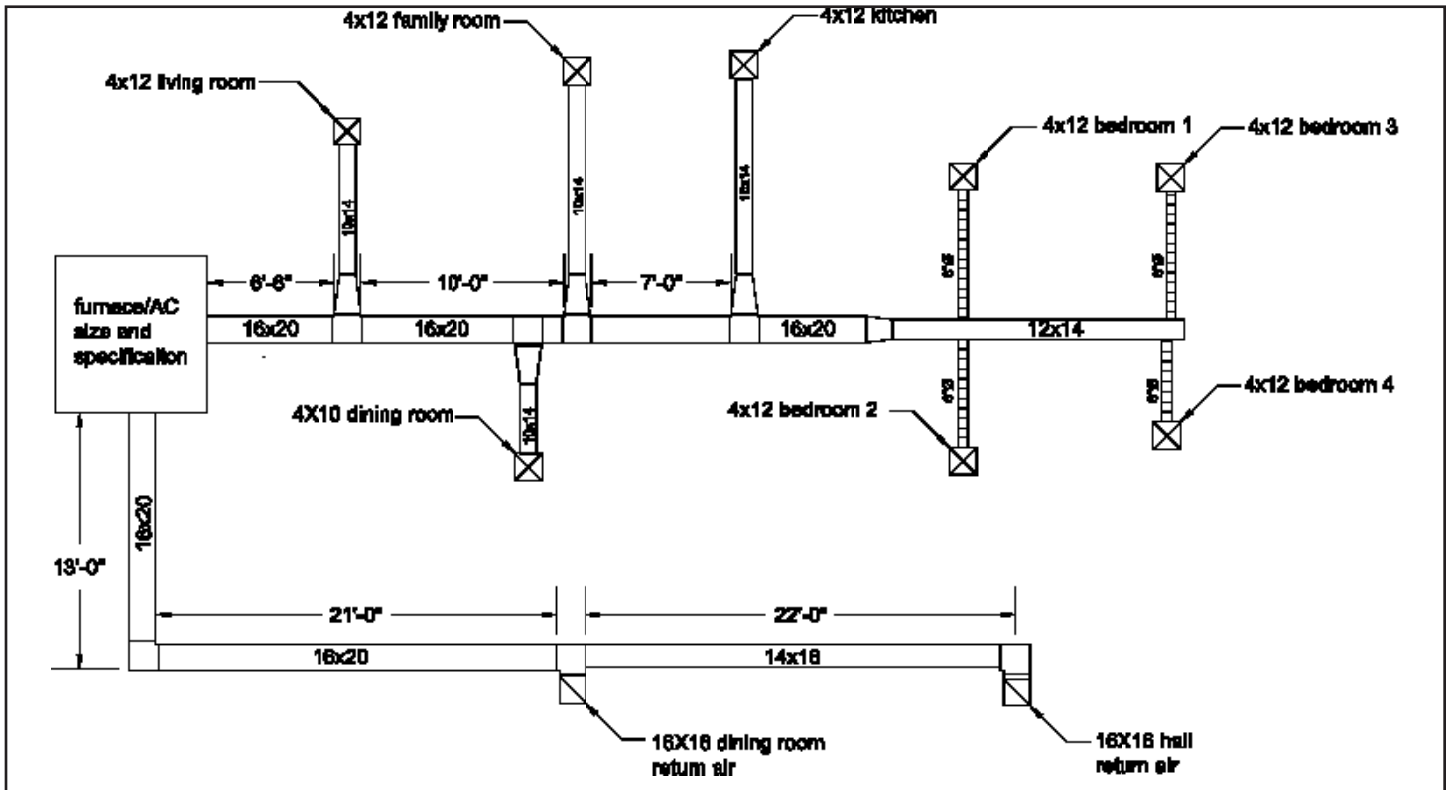
- ▶ **Sensible capacity (equipment):** the maximum sensible capacity of the equipment at the design temperature in Btu/h.

## Cooling Equipment Data

- ▶ **Equipment type:** the type of cooling source; air conditioner, heat pump, etc.

## HVAC Duct Layout Diagram

- ▶ Provide a plan view and diagram of the supply and return air duct systems. Plan should include all sizes of trunk lines, branch lines, supply outlets and return outlets. See sample below.



Sample HVAC Duct Layout