



October 10, 2014

PLAN REQUIREMENTS FOR COMMERCIAL MECHANICAL SYSTEMS

When applying for a mechanical permit two copies of plans and specifications of the proposed work shall be submitted for existing structures; three copies are required for new buildings. The plans shall be drawn to scale with sufficient clarity and detail to show the extent of work. All submittals shall be accompanied by a completed Mechanical Permit application.

Mechanical Plans shall include:

1. Building floor plan with room designation, occupant load and CFM at each supply diffuser.
2. Location of mechanical systems components.
3. Supply, return and ventilation ductwork layout including sizes.
4. All mechanical systems piping and sizes.
5. Specifications shall include mechanical equipment, cooling, heating and outside air capacities, ductwork, and piping materials.
6. Insulation R-value for ductwork and piping.

Mechanical plans and specifications shall include the seal and signature of the architect or engineer under whose supervision they were prepared, or if exempt under the provisions of State Law, shall include the Name, address and Master Tradesman's card number of the Master Mechanic under whose supervision they were prepared. Applications and plans may also be submitted digitally, in their entirety, to the front counter email address at: DSCpermits@hampton.gov

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