



# CITY OF TOLEDO

## Building Inspection

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### WARM-AIR HEATING PERMIT REQUIREMENTS

**A WARM-AIR HEATING PERMIT IS REQUIRED** for the installation or alteration of all winter and winter-summer heating cooling systems, i.e. new furnaces, conversion equipment, furnace replacement and replacement of ductwork.

**A WARM-AIR HEATING PERMIT IS NOT REQUIRED** to replace air filters and flue pipe in a warm air heating system or for work defined as minor repairs. Minor repairs do not include replacing mechanical controls, dampers, motors, fans or permanent wiring.

#### WHO MAY RECEIVE A WARM AIR HEATING PERMIT?

##### Homeowner.

An unlicensed person may receive a warm-air heating permit if they are an owner/occupant homeowner and meet all 3 of the following:

1. The person is the owner of record of a single-family dwelling where the warm-air heating work is being performed.
2. The person is doing the warm-air heating work personally.
3. The person is occupying or will be occupying the structure as his/her established residence.

A homeowner must perform all work in compliance with the State's mechanical / warm-air heating codes. No work shall be done unless all permits, inspections and approvals are secured. The homeowner, under these circumstances, does not need to possess a warm-air heating contractor's license to receive a warm-air heating permit. It is strongly encouraged that the homeowner contemplating their own warm-air heating work have the necessary tools and proper knowledge of warm-air heating systems to be able to perform work in compliance with the Mechanical Codes of Ohio.

No applicant for a warm air heating permit, other than a homeowner, may apply for or receive a warm-air heating permit unless he or she possesses a Comfort Heating and Cooling Contractor's license or is an agent of an employer (see below).

##### Comfort Heating & Cooling Contractor.

A licensed Comfort Heating and Cooling Contractor may obtain warm air heating permits for all occupancies.

##### Agents of Established Maintenance Departments.

An agent of an established maintenance department of a public institution or of an industrial plant may receive a warm-air heating permit for work on warm-air heating systems in or about the business premises. The agent's employer must maintain a department of maintenance for this purpose and the agent must sign the affidavit disclosing his agent status with his or her employer.

#### WHEN ARE PLANS REQUIRED?

Two sets of stamped plans are required for any new commercial installation of a warm-air heating system or major alteration of an existing commercial heating system. Plans are not required for minor alterations of commercial warm-air heating systems or the installation or alteration of warm-air heating systems or parts of a system in one-, two-, or three-family occupancies.

#### ADDITIONAL REQUIREMENTS & CONDITIONS

##### "Cross-Overs" and Permits.

A person possessing a Comfort Heating and Cooling Contractor's license may install incidental wiring from electrical service panels in one-, two- and three-family dwelling houses to warm-air heating and cooling equipment being installed by a licensed comfort heating and cooling contractor. No additional permit is required for this electrical work.

A separate electrical permit is required for installation of power wiring to all heating equipment in a commercial occupancy.

A separate refrigeration permit is required for self-contained heat/cool units in all occupancies.

#### HOW MUCH DOES A WARM-AIR HEATING PERMIT COST?

See Toledo Municipal Code (TMC) §1307.05 Permit fees or call the Division of Building Inspection (419-245-1220) for information.