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.