



Virtual Inspection Requirements for Mechanical Permits for HVAC Change-Outs (**electric units only**)

The Baldwin County Building Department requires inspections for HVAC change-outs. You may now schedule “virtual” inspections with photos for HVAC change-outs of electric units. (Gas units still require an in-person inspection.)

Photos Required for a Virtual Inspection:

- All photos must include the permit number. (ex. You can use a marker to write the permit number on the units.)
- Photo of A/C compressor unit properly anchored (tied down) to the platform
- Photo of compressor name plate showing the required maximum overcurrent protection and minimum circuitry amps
- Photo of labeled circuit breaker for A/C compressor (Circuit breaker must meet maximum overcurrent and minimum circuitry amp requirements.)
- Photo of heater nameplate showing heater KW and the maximum required overcurrent protection
- Photo of labeled heater circuit breaker (Circuit breaker must meet maximum overcurrent protection and minimum circuitry amp requirements.)
- Photo of installed air handler (including condensate overflow protection)

Instructions to schedule a virtual inspection:

- Log into the Citizenserve Portal at www.Citizenserve.com/BaldwinCountyAL.
- Click on “My Account”.
- Click on “View My Requests”.
- Choose “View My Building Department” from the drop-down list.
- Click on the permit # for the correct project address.
- Click on “Request an Inspection”.
- Choose “HVAC Change-Out Inspection – Virtual Only by Photos” as the inspection type.
- Select the desired date and click “Submit”.

Instructions to submit photos required for the virtual inspection:

- In the “My Account” menu, click on “Upload Documents”.
- Click on “Select Files”.
- Choose the photo files to upload. You may upload multiple files all at once or click “Select Files” again to add more. Then, click “Submit”.