



IMPORTANT INFORMATION FOR MECHANICAL PERMITS FOR HVAC CHANGE-OUTS

REQUIRED INSPECTIONS:

A final inspection is required for mechanical change-out projects. If you do not schedule an inspection within 180 days of the permit issue date, the permit will expire, and the project will be in non-compliance with the building construction laws and building codes adopted by the Baldwin County Commission. After permit expiration, you will be required to reactivate the permit to obtain the required final inspection. You may qualify for a Permit Reactivation (with fees required) or you may have to complete a new permit application (with new permit fees required). Any further work performed after permit expiration will be subject to Stop Work Orders and penalty fees of \$150.00 per day.

You may schedule a “virtual” inspection with photos for HVAC change-outs of electric units. (Gas units still require an in-person inspection.) The following photos are required for the virtual inspection:

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

All inspections must be requested through the Permit Portal. Log in at www.citizenserve.com/BaldwinCountyAL. Click on “My Account”, then “View My Requests”, then choose “Building Department” from the drop-down list, then click on the permit #. Next, click on “Upload Documents” to submit the photos.

Finally, use the “Schedule an Inspection” link to send the inspection request to the inspectors. When the inspector has reviewed the photos, you will receive an email notification with your inspection report results.

In-person on-site inspections are required for gas units and can be requested for electric units in lieu of the virtual inspection. It is the permit holder's responsibility to notify the Building Department when the project is ready for an inspection. If a contractor is requesting an inspection, it is the contractor's responsibility to notify the building's occupant of the date of the inspection. The contractor should make the occupant aware that a Building Inspector will be visiting their property.

Same day inspection requests are not accepted. Inspections must be requested at least one day in advance and can be requested up until midnight the night before the inspection is needed. We cannot guarantee AM or PM time frames. Make sure your project is ready for inspection by the day it is scheduled. There is a \$45.00 re-inspection fee if your project is not ready for inspection when the inspector arrives.

BUILDING CODES:

All construction/work must meet the building codes adopted and enforced by the Baldwin County Building Department. You may view these codes on the Building Department website.