



HVAC Equipment Replacement – What you need to know

- Verify all new equipment installed is permanently labeled by number either on the unit or at the equipment disconnect.
- Verify that the circuit breakers for equipment are numbered at the electrical panel.
- Verify overcurrent protection sizing based on name plate rating.
- For equipment that is accessible through a scuttle hole only, an extension ladder shall be furnished and in place for the inspection.
- Verify positive slope on system drain lines regardless of a pre-existing condition.
- Verify Type B vents maintain minimum 1” clearance from combustibles regardless of a re-existing condition.
- Verify drip pans are free from insulation and debris regardless of a pre-existing condition.
- For new gas furnace installation, verify rigid gas line into unit.
- Verify all work is complete before scheduling an inspection.
- Inspection scheduling – for occupied emergency repairs morning and afternoon inspection requests are available.
- Inspections must be scheduled prior to 7:00 am online at CSS (<https://energov.cityofsouthlake.com/EnerGovProd/SelfService#/home>)
- Inspections are conducted virtually with photos uploaded to the permit:
 - Overall photo of all units inside and outside for location and clearance requirements
 - Outside of home with the address numbers visible
 - Photo of equipment name plate for breaker sizing
 - Photo of breakers at electric panel or disconnect
 - Photo of Freon lines at unit(s)
 - Photo of electric connection
- If an in-person inspection is required, please note in the description box.