

Air Conditioning and Ventilation Form-1 Application Checklist

Application for Permit

- ✓ Type of permit (Air Conditioning and/or Ventilation)

Firm and Engineer

- ✓ Firm Name
- ✓ Engineer's Name (must be a Hawaii Licensed Mechanical Engineer/ Architect)
- ✓ Firm Address, City/State, Zip Code, Phone Number
- ✓ Type of Occupancy of the project (i.e. office, restaurant, etc.)

Project

- ✓ Name, Address, City, Island, Zip Code
- ✓ Tax Map Key (Very Important!)
- ✓ Design Conditions:

Outside: Dry Bulb - 87°F or ↑
Inside: Dry Bulb - 78°F or ↓

Wet Bulb - 75°F or ↑
Relative Humidity - 60% or ↓

Form-1

- ✓ Unit/Zone Number (i.e. ACU-1, EF-1, FCU-1)
- ✓ Area Served (i.e. office, lobby, retail)
- ✓ Conditioned Area (sq. ft.)
- ✓ Person's Occupying (number of known/estimated occupants)
- ✓ Outdoor Air, Supply Air (CFM)
- ✓ Zone Total Heat (BTUH)
- ✓ Equipment Capacity (Tons)
- ✓ Exhaust (CFM and location)
- ✓ Remarks (i.e. reference to previous permit, supplemental cooling units, etc.)

Engineer's Certification

- ✓ Original Signature
- ✓ Original Engineer's Stamp/Seal

Air Conditioning and Ventilation

Mechanical Plans Checklist

Engineer/Architect Seal & Signature

- ✓ All pages of the air conditioning and ventilation plans must be stamped and signed by the same engineer/architect that certifies the Form-1 Application

Title Block

- ✓ Name and address of project
- ✓ Tax Map Key

Scale

- ✓ Each drawing should be drawn to scale, and scale shall be shown appropriately

Air Conditioning

- ✓ Outside Air intakes w/CFM notation and ductwork shown
 - ✓ Location of Outside Air shall not be less than twelve (12) feet from any exhaust system
 - ✓ Supply & Return Air Registers must have CFM labels
 - ✓ Outdoor Air, Supply Air (CFM)
- ** Note: the sum of the outside air and the return air should equal to the supply air

Exhaust Fan

- ✓ Discharge location and ductwork
- ✓ Toilet exhaust shall meet the minimum CFM/sq. ft. per ASHRAE Standard

Supply Fan

- ✓ Outside Air shall be taken from a clean, uncontaminated source
- ✓ All supply registers shall be labeled

Kitchen Hoods

- ✓ Must meet NFPA 96 requirements
 - ✓ Discharge must be above the highest roof of own building and higher than any adjacent roof
- ** Note: Pollution control system may be used in some cases to discharge from a lower roof if the installation is in accordance with the agency's approval.

Revisions

- ✓ Revisions to the application and/or plans should be resubmitted and indicated that the application and/or plan is "REVISED"

Footnote: Supplemental cooling cannot be approved on a Form-1 as a source of outside air. A separate source of outside air will be required to provide the necessary fresh air (except in a hotel-type application with adequate window openings).