STATE OF HAWAII
DEPARTMENT OF HEALTH
INDOOR & RADIOLOGICAL HEALTH BRANCH

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 ↑ Wet Bulb - 75°F or ↑
  Inside:  Dry Bulb - 78°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).