



City of Salinas

COMMUNITY DEVELOPMENT DEPARTMENT

65 W. Alisal Street • Salinas, California 93901
 (831) 758-7251 • (831) 758-7938 (Fax) • www.ci.salinas.ca.us

RESIDENTIAL MECHANICAL UNIT CHECKLIST

The information provided in this document is general and intended as a guide. Due to the variation in each project, additional items may be required. Failure to include items below will delay the permitting process.

When ready to submit. Attach all documents listed below to an email. Send the email to epermit@ci.salinas.ca.us. Each document should be in PDF format with a label matching those used below.

| DOCUMENTS | |
|----------------|---|
| GENERAL | Completed Electronic Permit Application |
| | Applicable Codes: 2019 California Residential Code and City of Salinas Municipal Code |
| | Resident Cover Sheet Handout |
| | Preparer's Title and Registration (If Applicable), Address, Phone Number |
| | Project Address, Assessor Parcel Number, Legal Property Owner's Name, Address, Phone Number |
| | Scope of Work Identifying All Work Proposed Under This Permit, Including: Work Proposed: (New Installation/Relocation/Removal and Replacement) The Forced Air Unit Location within Dwelling Unit The Forced Air Unit Brand Name The Forced Air Unit Model Number The Forced Air Unit BTU/HR Value The Forced Air Unit AFUE Value Installation of New Ducting: (Yes/No) |
| | Energy Certificate of Compliance Forms |
| | Manufacturer's Specifications |

Other division may have additional requirements for your plans. The permit process involves many City Divisions and outside agencies. It may include a separate Planning process. The City is required by law to enforce numerous Federal, State and local construction and development regulations to ensure that your project is safe and an asset to the community.

Division Contact Information:

Building 758-7251 epermit@ci.salinas.ca.us

