



# DEPARTMENT OF RESOURCE MANAGEMENT

## Building Division

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Inspection Request Line: (530) 244-5068

Web: [building.co.shasta.ca.us](http://building.co.shasta.ca.us) Email: [resourcemanagement@co.shasta.ca.us](mailto:resourcemanagement@co.shasta.ca.us)

## HVAC VIRTUAL INSPECTION GUIDE

(Rev: 04-17-20)

A virtual inspection request for HVAC permits must be submitted as an email to:

[scplancheck@co.shasta.ca.us](mailto:scplancheck@co.shasta.ca.us) with the subject line stating, "HVAC Virtual Inspection for (Permit #)" If the email is not sent to the right location or subject line is incorrect, the inspection may not be processed. For the county to process your inspection, **ALL** of the items listed below must be provided and in one PDF document only. HERS testing is required to final all HVAC permits and can be submitted separately. ***If the items are not submitted properly we cannot guarantee that your inspection will be processed. \*\*See last page for examples\*\****

### ROOFTOP OF EXTERIOR GROUND MOUNT

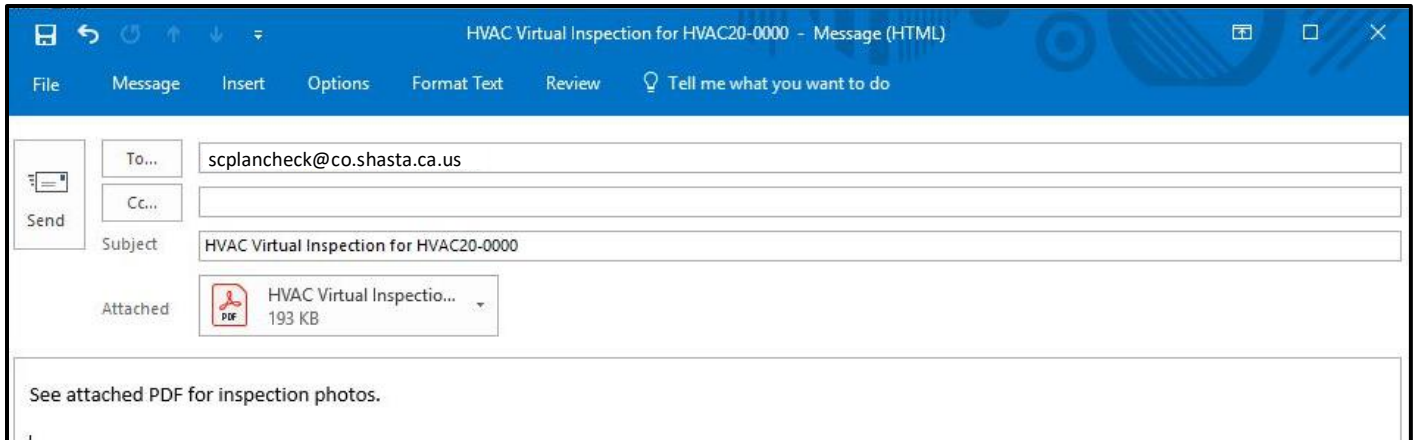
1. Start with a picture of entire house from a distance to capture the whole front of the house
2. Take a picture of the house address
3. Picture of main service panel dead front with HVAC breaker labeled
4. Close up of breaker providing power to unit showing breaker size
5. Provide a picture of the combo unit all (4) four sides – rooftop or ground mount
6. Close up picture of name plate rating – if several units listed circle installed unit
7. Provide a picture of the condensate line with trap or picture of label on unit indicating trap is integral to unit
8. Provide picture of condensate line termination point and how it is secured
9. Open disconnect and pull disconnect to show if blade type or fused or pull interior plastic dead front and take a picture of the fuses installed
10. Door off of air handler showing interior electrical connection and ground
11. Exterior grommet/clamp for wire going into air handler
12. At least one duct connection before/after
13. Any duct splices using collars before/after
14. Take a picture of the permit number card
15. Take a picture of the signed smoke alarm/carbon monoxide alarm affidavit with information completed and signed by homeowner and contractor
16. Upload all images to a document and convert to a .pdf before attaching to email.  
**\*\*Photos can only be accepted as a PDF\*\***
17. Submit inspection via email with permit number in subject line

## **ATTIC MOUNT SPLIT SYSTEM**

1. Start with a picture of entire house from a distance to capture the whole front of the house
2. Take a picture of the house address
3. Picture of main service panel dead front with HVAC breaker labeled
4. Close up of breaker providing power to unit showing breaker size
5. Provide a picture of the unit in the attic showing gas supply and sediment trap
6. Provide a picture of the attachment of the unit to the top cord and seismic straps
7. Provide a picture of the overflow pan a condensate lines – just attachment area
8. Take a picture of the condensing unit – showing disconnect adjacent and not behind unit
9. Close up picture of name plate rating showing minimum and maximum breaker sizing
10. Open disconnect and pull disconnect to show if blade type or fused or pull interior plastic dead front and take a picture of the fuses installed
11. Door off of air handler showing interior electrical connection and ground
12. Exterior grommet/clamp for wire going into air handler
13. At least one duct connection before/after
14. Any duct splices using collars before/after
15. Take a picture of the permit number card
16. Take a picture of the signed smoke alarm/carbon monoxide alarm affidavit with information completed and signed by homeowner and contractor
17. Upload all images to a document and convert to a .pdf before attaching to email.  
\*\*Photos can only be accepted as a PDF\*\*
18. Submit inspection via email with permit number in subject line

***\*\*See next page for examples\*\****

## Email Example:



## PDF Example:

