

Permit applications for heat pump/ AC units and back-up generators must include a site plan indicating the proposed location of the unit, along with an electrical permit application from either a licensed electrical contractor or the registered homeowner.

Heat pumps being installed in conjunction with a new high efficiency furnace or generators powered by natural gas require an additional gas permit from a licensed gas fitter. Please also see the “Back-up Generator Installation Guide” on our website.

A Building Permit is not required for the self-contained installation of a ductless air-source heat pump system with ground-mounted condenser unit within an individual dwelling unit, unless the installation of the system requires modification or disassembly of the existing building structure (i.e., ducted system within floor, wall or roof assemblies, air to water system within floor assemblies). Under these circumstances, the Building Permit must be applied for prior to the Electrical Permit and/or Gas Permit.

These units are NOT to be installed in side yards between houses. The preferred location is at the center rear or front yard of the dwelling it serves. Siting exceptions may be considered for installations on acreage, corner lots (where the unit is proposed on the exterior side yard), or interior side yards abutting dedicated park provided there is at least twice the minimum required setback to property lines.

These units must be inspected on the same day the electrical contractor installs the electrical equipment to ensure that:

1. Work is being done by a licensed electrical contractor (if applicant is not the registered homeowner),
2. Access will be available to the area of installation, both interior and exterior,
3. The unit is installed in an acceptable location,
4. The unit will not be energized prior to approval from the inspections department,
5. Sound testing can be done to verify the output levels of AC & heat pump units are in compliance with current court rulings.

NOTE: Unit installations without a permit will be subject to double permit fees.

See next page for sample Site Plan →

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Regulations for location and Installation

