



City of Salinas

COMMUNITY DEVELOPMENT DEPARTMENT • 65 W. Alisal St • Salinas, California 93901

(831) 758 - 7251 • www.cityofsalinas.org

RESIDENTIAL SIMPLE HVAC CHANGE OUT SAME LOCATION 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 by the plan's examiner during plan check review. Prior to starting the paperless permit application, it is highly recommended that the applicant gathers the items listed below.

Ready to start your application? Click Here: salinas-ca-us.avolvecloud.com

LIST OF REQUIREMENTS	
GENERAL	Create a User Account or Login to Salinas Paperless Permits and Start a new SIMPLE permit application, then select MECHANICAL
	For an online guide on how to apply visit Paperless Mechanical Permit Applicant Guide
	In the description of work field include the BTU size, location, and model number
	Smoke and Carbon Monoxide Affidavit , complete, sign, and upload to the Documents file tab
	Complete the CF1R calculations , sign, and upload to the Documents file tab. Access this resource from the State at <ul style="list-style-type: none"> • 2025-CF1R-ALT-02-E: Alterations Prescriptive Alterations HVAC • 2025-CF1R-ALT-05-E: Prescriptive Alterations - Simple Non-HERS • CF1R forms can be generated using the approved software (https://www.energy.ca.gov/programs-and-topics/programs/building-energy-efficiency-standards/2025-energy-code-compliance-software)
	If the scope of work exceeds a simple change out, a building permit may be required, please contact the Permit Center at 831-758-7251, Option 1 or epermit@salinas.gov
	Please provide the specification and cutsheet for the new HVAC unit
FEES	CITY OF SALINAS FEES: Building permit fees are based upon the fee and charge report set by the Salinas City Council, found on the City Wide Fee Schedule

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. Other divisions, departments or outside agencies may have additional requirements for your project.

Division Contact Information:

Building 831-758-7251 epermit@salinas.gov

Paperless Permit 831-758-7251 Option 1