

DEPARTMENT OF SAFETY AND PERMITS
MECHANICAL INSPECTION DIVISION
CITY OF NEW ORLEANS

MITCHELL J. LANDRIEU
MAYOR

JARED E. MUNSTER
DIRECTOR

License Holder:

This letter serves as notice of changes in the City of New Orleans One Stop permitting process. Adoption of new codes by the LSUCCC has necessitated substantive and operational changes. The most significant substantive changes for mechanical and fuel gas permits are as follows:

As of January 1st, 2015

- 1) Mandatory application of the **2012 International Residential Code excluding Chapter 11**.
- 2) Mandatory application of the **2009 International Residential Code only Chapter 11**.
- 3) **Building envelope air tightness and insulation installation** shall be demonstrated to comply with one of the following methods as chosen by the contractor, design professional or homeowner [IRC N1102.4.2 LSUCCC Amendment]:
 - **Option 1: Blower Door Test** by certified personnel – If this option is used, then blower door test shall be performed by individuals certified to perform blower door tests by a nationally recognized organization [IRC N1102.4.2.1 LSUCCC Amendment]. City of New Orleans blower door test report forms shall be submitted to and approved by the Mechanical Division of the Safety and Permits prior to final building inspection and certificate of occupancy. Tested air leakage shall be between 5 and 7 ACH at 50 pascal.
 - **Option 2: Visual Inspection** by certified personnel – If this option is used, then visual inspections shall be performed by individuals certified to perform such inspections and approved by City of New Orleans Chief Building Official prior to date of inspections. Such inspections shall encompass all items listed in IRC Table N1102.4.2. These inspections may need to be conducted at different stages of construction in order complete all inspections areas prior to being covered. Once walls are closed a visual inspection is no longer possible or accepted.
- 4) **Duct testing** shall be performed by individuals certified to perform duct sealing tests by a nationally recognized organization that trains and provides certification exams for the proper procedures to perform such test. Written test reports from the City of New Orleans shall be submitted to and approved by the Mechanical Division prior to occupancy [IRC N1103.2.2]. Duct testing shall not be required if the air handler and all ducts are located within conditioned space.
- 5) Every dwelling unit with **forced air heating equipment** shall be provided with at least one programmable thermostat. [IRC N1103.1.1].
- 6) **Wood burning fire places** shall have outdoor combustion air visible at rough in inspection prior to wall closure. [IRC N1102.4.3].
- 7) Manual “J”, “S” and “D” **worksheet calculations shall be completed prior to the installation** of HVAC system on new construction and substantial renovations. This will be verified by affidavit on One Stop permits.

As of May 1st 2015, all required forms necessary for submitting blower door test results, duct leakage results, or visual air envelope results will also be available in office at the City of New Orleans One Stop, or online at the One Stop website www.nola.gov/onestop.

Additionally, operational changes will be implemented on May 1, 2015. These changes will include:

- 1) Separation of City of New Orleans Mechanical Permit Applications into the following 3 sub-types:
 - a. **HVAC Permit Applications** (requires a Class A City of New Orleans Mechanical A/C license to apply)
 - b. **Gas fitting Permit Applications** (requires a Class A City of New Orleans Mechanical Gasfitter license to apply)
 - c. **Elevator/Lift Permit Applications**

Questions should be addressed to the Mechanical Division of Safety Permits at the City of New Orleans. Our telephone numbers are 504-658-7153 or 504-658-7196, or via email blmedus@nola.gov. Thanks you for your cooperation.

Sincerely,



Rudy Hardouin
Chief Mechanical Inspector
City of New Orleans
1300 Perdido St
New Orleans, LA 70112
504.658.7153(w)



CITY OF NEW ORLEANS DEPARTMENT OF SAFETY & PERMITS MECHANICAL DIVISION

All duct leakage testing forms are to be done by approved providers. Providers shall be approved by City of New Orleans Chief Building Official prior to date of inspections.

Total Duct leakage Testing Reporting Form

<p>Building Location Information</p> Permit Number _____ Owner Name: _____ Address: _____ City: _____ State: _____ ZIP: _____ Phone: _____ Email: _____ Mailing Address if Different: Address: _____ City: _____ State: _____ ZIP: _____ Alternate phone: _____
<p>Contractor Information</p> Name: _____ Address: _____ City: _____ State: _____ ZIP: _____ Phone: _____ Email: _____ Contact Name: _____
<p>Person Conducting Test</p> Name: _____ Certification: _____ Expiration: _____
<p>Test Data</p> Date: _____ Unit size: _____ tons A/C _____ BTU Heating _____ cfm Air Flow Living Space conditioned by unit: _____ sq.ft. Supply Duct Location _____ Return Duct Location: _____
<p>Total Leakage Conducted Depressurization: _____ or Pressurization _____ Duct Pressure: _____ pac Ring Used: _____ Fan Flow: _____ cfm</p>
<p>Test Results fan flow cfm/(square feet of living space x .01) = cfm per 100sq.ft. _____ cfm per 100sq.ft. Current Standard _____ cfm per 100sq.ft. Pass _____ Fail _____</p>
<p>Comments: _____ _____ _____</p>

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I certify that the above is true and correct and understand that any misrepresentation of results will result in revocation of ccupancy.

Printed Name

Signature

Date

CITY OF NEW ORLEANS DEPARTMENT OF SAFETY & PERMITS MECHANICAL DIVISION
BUILDING ENVELOPE
AIR BARRIER AND INSULATION INSPECTION REPORT

All air barrier and insulation inspections are to be done by approved providers. Providers shall be approved by City of New Orleans Chief Building Official prior to date of inspections. All inspection results to be dated, initialed, verified by attached time stamped photo, and submitted electronically. Table copyright ICC IRC 2009.

COMPONENT	CRITERIA ^a	Initial	Date
Air barrier and thermal barrier	<ul style="list-style-type: none"> • A continuous air barrier shall be installed in the building envelope. • Exterior thermal envelope contains a continuous air barrier. • Breaks or joints in the air barrier shall be sealed. • Air-permeable insulation shall not be used as a sealing material. 		
Ceiling/attic	<ul style="list-style-type: none"> • The air barrier in any dropped ceiling/soffit shall be aligned with the insulation and any gaps in the air barrier sealed. • Access openings, drop down stair or knee wall doors to unconditioned attic spaces shall be sealed. 		
Walls	<ul style="list-style-type: none"> • Corners and headers shall be insulated and the junction of the foundation and sill plate shall be sealed. • The junction of the top plate and top of exterior walls shall be sealed. • Exterior thermal envelope insulation for framed walls shall be installed in substantial contact and continuous alignment with the air barrier. • Knee walls shall be sealed. 		
Windows, skylights and doors	<ul style="list-style-type: none"> • The space between window/door jambs and framing and skylights and framing shall be sealed. 		
Rim joists	<ul style="list-style-type: none"> • Rim joists shall be insulated and include the air barrier. 		
Floors (including above-garage and cantilevered floors)	<ul style="list-style-type: none"> • Insulation shall be installed to maintain permanent contact with underside of subfloor decking. • The air barrier shall be installed at any exposed edge of insulation. 		
Crawl space walls	<ul style="list-style-type: none"> • Where provided in lieu of floor insulation, insulation shall be permanently attached to the crawlspace walls. • Exposed earth in unvented crawl spaces shall be covered with a Class I vapor retarder with overlapping joints taped. 		
Shafts, penetrations	<ul style="list-style-type: none"> • Duct shafts, utility penetrations, and flue shafts opening to exterior or unconditioned space shall be sealed. 		
Narrow cavities	<ul style="list-style-type: none"> • Batts in narrow cavities shall be cut to fit, or narrow cavities shall be filled by insulation that on installation readily conforms to the available cavity space. 		
Garage separation	<ul style="list-style-type: none"> • Air sealing shall be provided between the garage and conditioned spaces. 		
Recessed lighting	<ul style="list-style-type: none"> • Recessed light fixtures installed in the building thermal envelope shall be air tight, IC rated, and sealed to the drywall. 		
Plumbing and wiring	<ul style="list-style-type: none"> • Batt insulation shall be cut neatly to fit around wiring and plumbing in exterior walls, or insulation that on installation readily conforms to available space shall extend behind piping and wiring. 		
Shower/tub on exterior wall	<ul style="list-style-type: none"> • Exterior walls adjacent to showers and tubs shall be insulated and the air barrier installed separating them from the showers and tubs. 		
Electrical/phone box on exterior walls	<ul style="list-style-type: none"> • The air barrier shall be installed behind electrical or communication boxes or air-sealed boxes shall be installed. 		
HVAC register boots	<ul style="list-style-type: none"> • HVAC register boots that penetrate building thermal envelope shall be sealed to the subfloor or drywall. 		
Fireplace	<ul style="list-style-type: none"> • An air barrier shall be installed on fireplace walls. Fireplaces shall have gasketed doors. 		

I certify that the above is true and correct and understand that any misrepresentation of results will result in revocation of occupancy.

Printed Name

Signature

Date



Construction/Development
Related Permit



Date _____
Tracking Number _____

MECHANICAL A/C PERMIT APPLICATION

SUPPLEMENT D.1

Only City of New Orleans Class "A" Licensed Mechanical A/C Contractors may apply for this type of permit

Type of Project: New Construction Alteration Occupancy Replacement Demolition

Building Permit Number _____

Property/Project Address _____ Apt./Ste. Number _____

OWNER INFORMATION

Name _____ Phone Number _____

Address _____

City _____ State _____ Zip _____ Email _____

LICENSE HOLDER INFORMATION

License Holder Name _____ Phone Number _____

Company Name (if applicable) _____

City A/C License Number _____ License Expiration Date _____

Address _____

City _____ State _____ Zip _____ Email _____

Description of proposed work _____

FEES

1. AIR HANDLER	Through 50K BTU ____ (count)	x \$20.00	\$ _____	
	Gas Electric Geothermal Heat Pump	51K to 200K BTU ____ (count)	x \$25.00	\$ _____
		OVER 200K BTU ____ (count)	x \$35.00	\$ _____
2. AIR CONDITIONING & REFRIGERATION	Number of new A/C units: _____	x \$15.00 per unit	\$ _____	
	Number of tons or part there of over 3 tons (per unit): _____	x \$3.00 per ton	\$ _____	
3. COOLING TOWERS	Through 50 tons ____ (count)	x \$40.00	\$ _____	
	51 to 100 tons ____ (count)	x \$65.00	\$ _____	
	Over 100 tons ____ (count)	x \$85.00	\$ _____	
4. RANGE HOODS	Through 25 square feet ____ (count)	x \$20.00	\$ _____	
	Over 25 square feet ____ (count)	x \$35.00	\$ _____	
8. REPAIR/ALTERATION	Through \$1500 ____ (count)	x \$35.00	\$ _____	
	Contract Price: \$ _____ Each additional \$1000 or part thereof over \$1500	\$10.00 per additional \$1000	\$ _____	
9. APPLICATION FEE			\$30.00	
TOTAL FEES			\$ _____	



Construction/Development
Related Permit



Date	_____
Tracking Number	_____

MECHANICAL A/C PERMIT APPLICATION

SUPPLEMENT D.1

ACKNOWLEDGMENTS

Does this work pertain to New Construction or Substantial Improvements? Yes No
If yes, please attest to the statement below

I hereby attest and aver that the installation of heating and cooling equipment will be in compliance with IRC 2012 code M1401.3. Heating and Cooling equipment and appliances will be sized in accordance with ACCA Manual S based on building loads calculated in accordance with ACCA Manual J or other approved heating and cooling calculation methodologies. Proof of such compliance will be provided at the request of the office of Safety and Permits.

Contractor Signature _____ Date _____

I certify that the above information is true and correct to the best of my knowledge. I understand that the City of New Orleans is authorized to suspend or revoke a permit or license issued under the provisions of its Municipal Code wherever a permit or license is issued in error or on the basis of incorrect, inaccurate or any false statement or misrepresentation, or in violation of any ordinance or regulation or any of the provisions of the City of New Orleans Municipal Code, the Comprehensive Zoning Ordinance, the International Construction Code or International Fire Code as adopted by the City of New Orleans. Fines and penalties for misrepresentation of material facts will be assessed in accordance with City of New Orleans ordinances and State of Louisiana Revised Statutes.

Contractor Signature _____ Date _____

Special Note: **Separate permits are required** for Electrical, Plumbing, Heating, Ventilating, Air Conditioning, Amusement Devices, Elevators, or Mechanical Equipment. Permits Issued as a result of this application becomes null and void if work or construction authorized is not commenced within 6 months, or construction or work is suspended or abandoned for a period of six months at any time after work is commenced.



Date _____
Tracking Number _____

MECHANICAL GAS PERMIT APPLICATION

SUPPLEMENT D.2

Only City of New Orleans Class "A" Licensed Mechanical Gas Contractors may apply for this type of permit

Type of Project: New Construction Alteration Occupancy Replacement Demolition

Building Permit Number _____

Property/Project Address _____ Apt./Ste. Number _____

OWNER INFORMATION

Name _____ Phone Number _____

Address _____

City _____ State _____ Zip _____ Email _____

LICENSE HOLDER INFORMATION

License Holder Name _____ Phone Number _____

Company Name (if applicable) _____

City Gas License Number _____ License Expiration Date _____

Address _____

City _____ State _____ Zip _____ Email _____

Description of proposed work _____

FEES

1. GAS LINES	100 ft. gas line and five outlets	xOne \$15 entry only	\$ _____
	Each additional outlet over 5 outlets: _____	x \$1 each	\$ _____
	Each additional 100 ft. or part thereof over 1st 100 ft. gas line: _____	x \$12 each	\$ _____
2. WATER HEATERS	Through 50K BTU ____ (count)	x \$20.00	\$ _____
	Gas Electric Heat Pump Geothermal	51K to 200K BTU ____ (count)	x \$25.00
3. FLOOR FURNACE & HEATERS	Through 50K BTU ____ (count)	x \$20.00	\$ _____
	Panel, Unit & Space	51K to 200K BTU ____ (count)	x \$25.00
	OVER 200K BTU ____ (count)	x \$35.00	\$ _____
4. SPECIAL EQUIPMENT (1KW=3413 BTU)	Through 50K BTU ____ (count)	x \$20.00	\$ _____
	51K to 200K BTU ____ (count)	x \$25.00	\$ _____
	Type: _____	OVER 200K BTU ____ (count)	x \$35.00
5. SPECIAL INSPECTION (check all that apply)	Meter out over six months	Meter separation	Meter consolidation
	Energy leak	Fire job	Meter capacity increase
	Meter relocation	Gas line/equipment discrepancy	
			x \$30.00 each



Date _____
Tracking Number _____

MECHANICAL GAS PERMIT APPLICATION

SUPPLEMENT D.2

FEES (continued)

6. INCINERATOR (1KW=3413 BTU)	Through 200K BTU ____ (count)	x \$40.00	\$ _____
	Over 200K BTU ____ (count)	x \$65.00	\$ _____
7. BOILERS & POOL HEATERS (1HP = 33,465 BTU)	Through 10HP ____ (count)	x \$25.00	\$ _____
	Each additional HP over 10: _____	x \$3.00 each	\$ _____
8. UNFIRED PRESSURE VESSEL (not designed for internal inspection)	Number _____	x \$20.00 each	\$ _____
9. UNFIRED PRESSURE VESSEL (designed for internal inspection)	Through 200 gallons ____ (count)	x \$25.00	\$ _____
	Each additional 100 gallons over 200 gallons ____ (count)	x \$35.00 each	\$ _____
TOTAL FEES			\$ _____

ACKNOWLEDGMENTS

I certify that the above information is true and correct to the best of my knowledge. I understand that the City of New Orleans is authorized to suspend or revoke a permit or license issued under the provisions of its Municipal Code wherever a permit or license is issued in error or on the basis of incorrect, inaccurate or any false statement or misrepresentation, or in violation of any ordinance or regulation or any of the provisions of the City of New Orleans Municipal Code, the Comprehensive Zoning Ordinance, the International Construction Code or International Fire Code as adopted by the City of New Orleans. Fines and penalties for misrepresentation of material facts will be assessed in accordance with City of New Orleans ordinances and State of Louisiana Revised Statutes.

Contractor Signature _____

Date _____

Special Note: **Separate permits are required** for Electrical, Plumbing, Heating, Ventilating, Air Conditioning, Amusement Devices, Elevators, or Mechanical Equipment. Permits Issued as a result of this application becomes null and void if work or construction authorized is not commenced within 6 months, or construction or work is suspended or abandoned for a period of six months at any time after work is commenced.



Construction/Development
Related Permit



Date _____
Tracking Number _____

MECHANICAL LIFT PERMIT APPLICATION

SUPPLEMENT D.3

Only a Louisiana State Licensed Mechanical Contractors may apply for this type of permit

Type of Project: New Construction Alteration Occupancy Replacement Demolition

Building Permit Number _____

Property/Project Address _____ Apt./Ste. Number _____

OWNER INFORMATION

Name _____ Phone Number _____

Address _____

City _____ State _____ Zip _____ Email _____

LICENSE HOLDER INFORMATION

License Holder Name _____ Phone Number _____

Company Name (if applicable) _____

City License Number _____ License Expiration Date _____

Address _____

City _____ State _____ Zip _____ Email _____

Description of proposed work _____

FEES

1. ELEVATORS, ESCALATORS, DUMB WAITERS, MANLIFTS	Through 10th floor ____ (count)	x \$65 each	\$ _____
	Over 10 floors ____ (count)	x \$110 each	\$ _____
2. WORKMAN'S HOIST (PASS)	Number of hoists: _____	x \$270 each	\$ _____
3. BUILDER'S HOIST (MATERIAL)	Number of hoists: _____	x \$220 each	\$ _____
4. REPAIR/ALTERATION	Through \$1500 ____ (count)	x \$35.00	\$ _____
	Contract Price: \$ _____ Each additional \$1000 or part thereof over \$1500	\$10.00 per additional \$1000	\$ _____
5. APPLICATION FEE			\$ 30.00
TOTAL FEES			\$ _____

ACKNOWLEDGMENTS

I certify that the above information is true and correct to the best of my knowledge. I understand that the City of New Orleans is authorized to suspend or revoke a permit or license issued under the provisions of its Municipal Code wherever a permit or license is issued in error or on the basis of incorrect, inaccurate or any false statement or misrepresentation, or in violation of any ordinance or regulation or any of the provisions of the City of New Orleans Municipal Code, the Comprehensive Zoning Ordinance, the International Construction Code or International Fire Code as adopted by the City of New Orleans. Fines and penalties for misrepresentation of material facts will be assessed in accordance with City of New Orleans ordinances and State of Louisiana Revised Statutes.

Contractor Signature _____ **Date** _____

Special Note: **Separate permits are required** for Electrical, Plumbing, Heating, Ventilating, Air Conditioning, Amusement Devices, Elevators, or Mechanical Equipment. Permits Issued as a result of this application becomes null and void if work or construction authorized is not commenced within 6 months, or construction or work is suspended or abandoned for a period of six months at any time after work is commenced.