



CITY OF PALM DESERT

Building & Safety Division

73-510 Fred Waring Dr., Palm Desert, CA (760) 776-6420

RESIDENTIAL HVAC VIRTUAL INSPECTION CHECKLIST

This criteria is intended for a virtual HVAC replacement inspection and not intended for new construction or new locations (Subject to approval). This must be completed and signed when submitting to the City (See step-by-step instructions on how to submit pictures).

****Please provide 5 pictures or less that include the following.****

1. One picture of the residence. The address must be visible.
2. One clear picture of the overall equipment from the service side Please try to include the following in one to two pictures:
 - a) line-sets with insulation and suction port locks
 - b) gas line sediment trap with fuel gas shut-off valve
 - c) condensate water lines and its termination
 - d) vent connections, chimney B-vent
3. One clear picture of the manufactures label that shows breaker and fusing size.
4. One clear picture of the fuse size.
5. One clear picture of the circuit breaker supplying the equipment. Please make sure that the circuit breaker is labeled.
6. One clear picture of the combustion air vents if the FAU is installed in an appliance closet or room. (Not required for a garage installation)
7. Please provide your completed project status report page.
8. Required to be used and complete the City's Smoke/Carbon Declaration form only. No pictures of smoke detectors. (CRC Section R314 and R315)

I understand and affirm that the above information regarding the residential HVAC installation is true and accurate. During the review of the provided photographs, the inspector may require a video, virtual, or in-person inspection. The inspector will provide specific instructions, if necessary.

APPLICANT SIGNATURE: _____ DATE: _____

PROJECT ADDRESS: _____

PERMIT NUMBER: _____