



City of Atascadero

COMMUNITY DEVELOPMENT

PUBLIC INFORMATION • BUILDING SERVICES

Commercial HVAC New Systems and Replacement Units

INTAKE MEETINGS ARE REQUIRED AND BY APPOINTMENT ONLY.

MON – THURS BETWEEN 9:00 A.M – 3:30 P.M. AND FRIDAY BETWEEN 9:00 A.M. – 11:30 A.M.

***Note: Incomplete submittals and walk-in submittals will not be accepted at the counter.**

SEISMIC DESIGN CATEGORY C, D or E - CLIMATE ZONE 4 - WIND ZONES 85 M.P.H - EXPOSURE ZONE “B” OR “C”

ZONING ORDINANCE - NATIVE TREE ORDINANCE - ATASCADERO MUNICIPAL CODE - 2025 CBC - 2025 CRC - 2025 CEC - 2025 CPC - 2025 CMC - 2025 CGBC – 2025 CWUI - ENGINEERING STANDARDS - CALIFORNIA STATE ENERGY COMPLIANCE (TITLE 24)

Express HVAC Permit:

What projects qualify?

All commercial, new, resized, relocated units or projects that require major ducting work/replacement.

Permit Submittal Checklist:

- Complete Standard Building Permit Application.
- Plans: Plans are to be legible, scalable and reproducible. Must include Title sheet defining the following:
 - Scope of work (include all details of the project description).
 - Owner & contractor information.
 - 2025 Building Standards Code References.
 - Details of complaint access and working space to be defined.
- Duct Diagram: Ducting is to be sized according to ACCA (Air Conditioning Contractors Association) Manual D or other approved methods.
- Cooling loads are to be included for all new cooling systems.
- Floor plan (if applicable): New equipment installations in attics shall comply with applicable codes and the floor plan must detail compliance with dead and live load requirements.
- All new units, or if replacement unit is heavier or will be located differently than the existing unit, a structural engineer shall provide framing details with calculations.
- Permit fee: current Express rate.

Email: permitcenter@atascadero.org if you have questions.

REV JULY 2026