



Furnace or Wall Heater  
Permit Process  
&  
Frequently Asked  
Questions

City of Millbrae  
Community Development Dept.  
Building Division  
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650-697-2657  
Website: [www.ci.millbrae.ca.us](http://www.ci.millbrae.ca.us)

## **How to Apply for a Permit to Install or Replace a Furnace or Wal Heater**

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### **What kind of permits do I need to install or replace a furnace or wall heater?**

You need a mechanical permit. For new installations you may need a building plumbing or electrical permit.

### **How do I apply for a permit to install a new furnace or wall heater?**

For new installations, submit a Mechanical application to the Building Division. Along with the application submit the following,

- 1) A floor plan showing the locations of the furnace or wall heaters, heat registers, and return air registers.
- 2) Manufacturers specifications showing the minimum installation requirements, BTU rating, and certification by the State of California.
- 3) A statement of how you will comply with combustion air requirements.
- 4) Electrical plans showing how the furnace or wall heater will be energized.
- 5) Plumbing plans showing the gas

pipng system.

### **How do I apply for a permit to replace an existing furnace or wall heater?**

Mechanical permit applications can be downloaded from the city website. Complete the application and submit with the appropriate fees.

### **At what point should I call for an inspection of my furnace or wall heater?**

A replacement furnace or wall heater requires only one inspection, which is conducted after the installation has been completed.

During the installation of a new furnace or wall heater system, you should request inspections before concealing work. After you have completed the project, a final inspection need to be conducted.

New installation inspections can involve a framing, electrical, plumbing, gypsum board, combustion air and other inspections.

### **What fees must I Pay?**

For a replacement of a furnace or wall heater you must pay for a mechanical permit and a document imaging fee.

For new installations you will pay mechanical, building, plumbing, electrical permit fees and document imaging fee, DRF Fee, SMI Fee.

### **Approved Locations for Furnace's**

- 1) In a closet in a house, provided adequate combustion air is provided.
- 2) In the attic or crawl space
- 3) In garage but must be on a platform 18" above the garage floor.
- 4) In existing homes that have sub-basement pits off the garage the furnace is allowed to be replaced without the raising requirement.

### **Not Approved Locations for Furnace's**

- 1) Under Staircases
- 2) Exterior without weather protection
- 3) In closets without combustion air.