

“Furnace/AC/Water Heater/Heat Pump” Permits

Licensing, Permits, and Inspection Requirements (4/1/26)

This for this permit type ONLY. If work is part of a larger project (New Addition, New SFD, Tenant Finish, etc), please consult with the General Contractor for requirements.

For questions please email inspectors@louisvilleco.gov. This email is NOT to schedule inspections, only to ask questions for the inspectors OR to provide pressure test video (see below).

Licensing Requirements

- MEP permits can only be pulled by a company licensed to do the specific work they are licensed for.
- Mechanical, Electrical, and Plumbing contractors are **not** licensed to supervise other contractors.
- Only ONE contractor is allowed on MEP permits.

EXAMPLE: A customer wants a furnace and water heater replacement.

- o Contractor must have a dual Mechanical/Plumbing License
 - OR**
 - o Each contractor will need to pull their own separate permits, one for the Furnace (Mechanical License), and one for the Water Heater (Plumbing License)
- Furnace and AC: Mechanical License required
- Water Heater or Boiler: Plumbing License required (per State of Colorado - Title 12, Article 155 of the Colorado Revised Statutes - Plumbers Practice Act)
- Heat Pump: Mechanical License required (See below for Electrical work)
- **EXPIRED permits:** If you have more than THREE expired permits, you will not be allowed to pull any new permits until those expired permits have been closed out and pass a final inspection.

Permits: Electrical Work and Heat Pumps

- Electrical work is not allowed on the “Furnace/AC/Water Heater/Heat Pump” permit type.
- Heat Pumps:

EXAMPLE: Customer is installing a new heat pump and a new electrical line will need to be run and/or new circuits run to the unit.

- o Contractor must have a dual Mechanical/Electrical License
OR
- o Each contractor will need to pull their own separate permits:
 - one for the Heat Pump (Mechanical License)
 - one for the Electrical work on a Minor Electrical permit (Electrical License)

Inspections: Requesting Inspections on the Portal

- A Final inspection is required on all MEP permits.
- **The contractor** must request the inspection through the CSS portal. The homeowner CANNOT set this up, must be requested by the contractor.
- The following **must** be in your description:
 - a. The person who will be ONSITE for the inspection (either installer or homeowner).
 - b. A direct phone number:
 - i. If the installer will be onsite, their DIRECT CELL number must be included, NOT an office number for the company so the inspector can reach you on the day of the inspection if needed.
 - ii. If it is the homeowner, then specify the homeowner and we need their phone number.
 - c. State in the description if video has been sent for Gas Furnaces or Gas Water Heater (see **High Efficiency Pressure Test** below).

1 #MEP-7162-2026

Inspection Type: Minor Permit Final

Case Type: A/C, Furnace/Boiler, Water Heater, Heat Pump

Address:

* Contact Name

Name of person who will be onsite (Homeowner or Installer)

* Contact Phone

(303) 888-8888

* Requested Date

04/02/2026

Installer Name/Phone Number and Homeowner Phone Number

Must state that video has been sent; Must also state the name and phone number of INSTALLER (NOT office number)

Submit

High Efficiency Pressure Test Required (In person or Video)

- Must be in person OR video (Video is optional to save time at your inspection)
- Any direct-vent appliances (new or replacement) are required to have an exhaust vent pipe inspection of the vent to ensure there are no leaks.
- Please refer to City of Louisville policy *High Efficient Gas Appliance Replacements and Exhaust Vent Inspections (revised 8/16/24)*
And IFGC Section 503.4.1 – Plastic Piping
- **Videos** MUST have all of the following or you will FAIL your inspection:
 - o Video must be sent to inspectors@louisvilleco.gov
 - o Must send it at least one business day BEFORE the in-person inspection
- **The Email** must include the following or you will FAIL your inspection:
 1. The Subject must include the **ADDRESS** and **PERMIT NUMBER** of the project
 2. The video must be attached to the email
 3. In the description of the email include the type of work (furnace or water heater)
- **Content** of video MUST include:
 - o Start Video
 - o Walk up to house and show the address in the video
 - o Walk to outside area and show capping
 - o Walk to HVAC room
 - o Show exhaust line disconnected
 - o Show test gauge at zero
 - o Pump up to 5 PSI, for 15 min
 - o Must leave video running for entire 15 minutes
 - o At 15 Minutes show the gauge come off pressure to zero
- If the email and the video does not have these items your video WILL NOT BE REVIEWED and your inspection will FAIL.

