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## Residential Heating and Air Conditioning (HVAC)

### General Information

A permit is required for all HVAC installations, which must comply with the requirements of the International Residential Code, International Mechanical Code, and all applicable adopted ordinances.

State law allows a homeowner to perform this work on his/her homestead. However, any other person performing this work must be a licensed mechanical contractor registered with the City of Lewisville.

NOTE: If the refrigerant is being recovered from the unit, a licensed HVAC contractor must be validated to the job.

If the property is a rental property all work must be completed by a licensed HVAC contractor. *No exceptions.*

### Fees and Applications

An [online application](#) must be completed and submitted to Building Inspections. A permit fee is required prior to permit issuance. Building Inspections can be contacted at 972.219.3470 for additional information.

### Code Compliance and Ordinance

- 2021 International Mechanical Code
- 2021 International Residential Code
- 2021 International Fuel Gas Code
- 2020 National Electric Code
- Local ordinances and amendments
- Additions, alterations, renovations or repairs to a mechanical system shall conform to that required for a new mechanical system without requiring the existing mechanical system to comply with all of the requirements of the currently adopted International Residential Code (IRC). Additions, alterations or repairs shall not cause an existing mechanical system to become unsafe, hazardous or overloaded.
- Appliances shall be accessible for inspection, service, repair and replacement without removing permanent construction. A catwalk or passageway shall have continuous solid flooring in accordance with the currently adopted IRC.
- There should be no less than a 1-inch space between Type B vent pipe and combustible wall surface or roof deck.
- Heating and cooling equipment and appliances shall be installed in accordance with the manufacturer's installation instructions and the requirements of the currently adopted IRC.

- Condensate from all cooling coils or evaporators shall be conveyed from the drain pan outlet to an approved place of disposal. Condensate shall not discharge into a street, alley or other areas so as to cause a nuisance.
- Gas connections shall be piped by means of approved flex connector with approved ball valve type stop. Hard black pipe must extend a least 1" from unit.
- A lighting fixture controlled by a switch located at the required passageway opening and a receptacle outlet shall be provided at or near the appliance location in accordance with the currently adopted IRC. An electrical disconnect is required for equipment. Electric Branch Circuit should be connected to the H.V.A.C unit with an approved connector or bushing. Over current protection shall comply with manufacturer's specifications.

### **Inspections**

- Mechanical Final

"Next Day" inspections must be requested through [MyGovernmentOnline](#) prior to 3 p.m. Inspections requested for Monday must be submitted before 10 a.m. on Friday.

### **Inclement Weather**

During inclement weather, it is the responsibility of the contractor to reschedule all cancelled inspections, after checking their job sites.



## Online Contractor Registration, Permit Applications, and Inspection Requests

The City of Lewisville's online permitting & inspections system can be found at [www.mygovernmentonline.org](http://www.mygovernmentonline.org).

### To create an account...

1. Click **Create Account** in the upper right corner of the home page
2. Fill out all required fields
3. Click **Create Account**

### To register as a contractor...

1. Hover your cursor over **Permits & Licensing** in the upper left corner of the home page
2. Click **Apply Online**
3. Select **Lewisville** as the Jurisdiction
4. Select **Permit/Contractor Registration** as the Project Type
5. Click **Get Started on a New Application**
6. Select **Contractor Registration** as the Application Type
7. Fill out all required fields and submit your completed application for review

### To apply for a permit...

1. Hover your cursor over **Permits & Licensing** in the upper left corner of the home page
2. Click **Apply Online**
3. Select **Lewisville** as the Jurisdiction
4. Select **Permit/Contractor Registration** as the Project Type
5. Click **Get Started on a New Application**
6. Select the appropriate permit application
7. Fill out all required fields and submit your completed application for review

### To access plan review documents uploaded by Staff...

1. Log into MyGovernmentOnline.org
2. Click the **My Account** option in the upper right corner of the home page
3. Scroll down to the **My Permits** section
4. Click the **View Permit** of the permit you'd like to review
5. Once the permit opens, scroll down to the **Jurisdiction Documents** section
6. Click the **Floppy disk icon** on the far right side of the screen to download a document

### To upload a revised document...

1. Log into MyGovernmentOnline.org
2. Click the **My Account** option in the upper right corner of the home page
3. Scroll down to the **My Permits** section
4. Click the **View Permit** of the permit you'd like to review
5. Once the permit opens, scroll down to the **Customer Documents** section
6. Click the **Add New File** button to upload a PDF

### To pay for a permit...

1. Log into MyGovernmentOnline.org
2. Click the **My Account** option in the upper right corner of the home page
3. Scroll down to the **My Permits** section
4. Click the **View Permit** of the permit you'd like to pay for
5. Once the permit opens, click the **Payments** tab
6. Scroll down to the **New Payment** section to see the outstanding balance
7. Check all the fees you'd like to pay, select the **Payment Type**, and click **Pay Online**
8. Fill out the Payment Page and click **Submit Payment**
9. Once your payment has been submitted, you will return to MyGovernmentOnline

### To print your permit...

1. You must pay all outstanding fees before you are able to print a permit
2. Once all fees are paid, navigate to the permit through **My Account > My Permits > View Permit**
3. Click on the **Payments** tab of the permit
4. Click the **Print Permit** on the far right side of the screen
5. Once the permit opens, right-click to save or print the document

### To request an inspection...

*If you applied for the permit,*

1. Log into MyGovernmentOnline.org
2. Click the **My Account** option in the upper right corner of the home page
3. Scroll down to the **My Permits** section
4. Once you locate the permit, click the **Request Inspection** button on the right side of the permit listing
5. Fill out all required fields and click **Add**

*If someone else applied for the permit,*

1. Log into MyGovernmentOnline.org
2. Hover the cursor over **Permits & Licensing** in the upper left corner of the home page
3. Click **Search Permits**
4. Once you locate the permit, click the **Request Inspection** button on the right side of the permit listing
5. Fill out all required fields and click **Add**