



**City of Loveland**  
**Commercial Rooftop Unit Application**  
 Building Division \* 410 E 5th Street \* Loveland, CO 80537  
 General Information (970) 962-2505  
 Inspection Line (970) 962-2100



**Prior to submittal of this application, please:**

- 1. Verify your contractor holds a valid contractor's license with the City of Loveland**
- 2. If highlighted area is inapplicable, please put N/A**
- 3. Application must be signed by the contractor or an authorized signer listed under the contractor's license**

**Submittal requirements for rooftop mounted RTU:**

- Name plates for old and new units
- Specification sheets for old and new units
- Identify electrical requirements for old and new units
- Identify exhaust locations in relation to other intakes and/or other units, openings

**\*MAY REQUIRE ENGINEERING & STRUCTURAL ENGINEERING FOR ANY WEIGHT DIFFERENCES OR FOR ENLARGED OPENINGS ON NEW UNITS**

**Submittal requirements for ground mounted RTU:**

- Specification sheets for old and new units
- If enlarging footprint, need to show location in relation to the building and property lines
- Identify mechanical hookups to new unit
- Identify electrical requirements to old and new units
- Identify new unit exhaust locations in relation to other intakes and or other units, openings
- If same footprint, no need to show location

<b>Job Site Address:</b>		
<b>Mechanical Contractor:</b>	<b>License #:</b>	<b>Phone:</b>
<b>Valuation: \$</b>	<b>Contractor Email:</b>	
<b>Electrical Contractor:</b>	<b>License #:</b>	<b>Phone:</b>
<b>Valuation: \$</b>	<b>Email:</b>	
<b>Owner Name:</b>	<b>Phone:</b>	
<b>Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Primary Contact:</b>	<b>Phone:</b>	<b>Email:</b>
<b>Rooftop mounted RTU</b>	<b>Ground mounted RTU</b>	<b>Furnace Upgrade</b>
<b>Work Description:</b>		
<b>OWNER/CONTRACTOR SIGNATURE OF UNDERSTANDING AND AGREEMENT</b> I hereby certify that the setback distances proposed by this permit application are accurate and do not violate applicable ordinances, rules or regulations of the City of Loveland or covenants, easements or restrictions of record; that all measurements shown, and allegations made are accurate; that I have read and agree to abide by all conditions printed on this application and that I assume full responsibility for compliance with the City of Loveland building code and all other applicable City of Loveland ordinances for work under this permit. Plans subject to field inspection.		<b>Permit #:</b> <b>Received by:</b> <b>Date:</b> <b>Approvals:</b> <b>Total Fees Due: \$</b>
<b>PRINT NAME:</b> _____  <b>SIGNATURE:</b> _____ <b>DATE:</b> _____		

Please e-mail this form and all supporting documents to [Eplan-Building@cityofloveland.org](mailto:Eplan-Building@cityofloveland.org)