

Community Development Policy Statement

Policy: Roof Top Units (RTU's)
CBO: Chadley Root
Effective Date: October 16, 2017

Reason behind Policy Change:

This policy is going into effect to expedite the permitting process for owners and contractors needing to replace their existing Roof Top Units (RTU's). Previously, the City required stamped structural engineered plans for each RTU replacement. This justified that the roof was capable of holding the load of the replacement even when it was the same size unit or weighed less than the original. Contractors and owners complained about the timely and costly experience of hiring an engineer as well as going through the lengthy permitting process. Taking this into consideration, the new policy's purpose is to be consistent, efficient and minimize unwarranted delays in the permitting process.

The New Policy:

Contractors or Owners replacing an RTU must pull a permit that is the same or smaller weight (width) and size (height) than the original RTU. The Department of Building Safety will **NOT** require a structural engineer to stamp an engineering report proving that the structure will hold the RTU's.

However, the Department of Building Safety will require contractors to provide a cut sheet showing the specifications of the existing unit such as weight, height and width. Contractors must also provide the manufactures specifications proving it weighs the same or less than the old RTU, and the height and width are no greater than the existing RTU.

The chief building official will begin reviewing RTU plans, keeping in mind that the objective is to have the RTU permit applications completed within a week after submittal.