

# MEMORANDUM

## HEATING, VENTILATION AND AIR-CONDITIONING INSTALLATION, VERIFICATION CERTIFICATION (HVAC)

**MEMO TO:** City of Kingston Building Service Department,

**FROM:** Heating Contractor \_\_\_\_\_

**DATE:** \_\_\_\_\_

**RE:** Permit Number: \_\_\_\_\_  
Address: \_\_\_\_\_

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This is certify that \_\_\_\_\_ has completed the installation of the:

heating system       ventilation system       air-conditioning system

at the above -referenced project. This will further certify that the system(s) have been installed in accordance with the drawings and designs supplied to the Building Department, which formed the basis for which the Building Permit was issued, including any changes thereto authorized by the Chief Building Official. Further, I hold a Certificate of Qualification as \_\_\_\_\_

Minor changes to the system, which do not adversely affect its operation, are as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attached is a photocopy of my certifications (HRAI or equivalent) of which I am a member in good standing.

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SIGNATURE

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DATE