



Department of Community Development
21 South Bruffey Street
P.O. Box 869
Salem, VA 24153
Phone: **540-375-3036** Fax: **540-375-4042**
Email: communitydev@salemva.gov

HVAC Duct Pressure Test Report Form

Requirements

- All new HVAC duct systems must be tested per Virginia Residential Building Code.
- This form must be submitted prior to the final mechanical inspection.
- One form must be completed on each system installed in the building.

Install location:

Permit Number:

Address:

Contractor / Installer Information:

Name:

Phone:

Address:

City / State Zip:

E-mail:

Contractor State License #:

Expiration Date:

City of Salem Business License #:

Tester Information:

Name:

Phone:

Address:

City / State Zip:

E-mail:

Contractor State License #:

Expiration Date:

City of Salem Business License #:

I hereby attest that I used one of the methods of compliance for the HVAC duct sealing inspection as required by Section R403.3.3 of the current Virginia Energy Conservation Code (VECC).

Name of Tester:

Signature of Tester:

Date:

Results for Unit One				
Location:	Basement	Attic	Crawlspace	Other (describe):
Is unit within thermal envelope?				
<ul style="list-style-type: none"> • If "Yes" - no leakage test required. Yes No • If "No" - complete next sections 				
Air handler attached to duct system at test? Yes No				
Please provide the test results:				
1. CFM of ducts @ 0.1 w.g. or 25 PA pressure: _____ 2. Square footage of conditioned area: _____ 3. HVAC duct leakage CFM results: _____ (Line 1 divided by Line 2 times 100)				
Check One:	Rough-in duct leakage test	Air handler <u>installed</u> : Total leakage shall be less than or equal to 4 CFM per 100 square feet of conditioned floor area.		
	Post-construction duct leakage test	Air handler <u>not installed</u> : Total leakage shall be less than or equal to 3 CFM per 100 square feet of conditioned floor area.		
		Total leakage shall be less than or equal to 4 CFM per 100 square feet of conditioned floor area.		

Results for Unit Two				
Location:	Basement	Attic	Crawlspace	Other (describe):
Is unit within thermal envelope?				
<ul style="list-style-type: none"> • If "Yes" - no leakage test required. Yes No • If "No" - complete next sections 				
Air handler attached to duct system at test? Yes No				
Please provide the test results:				
4. CFM of ducts @ 0.1 w.g. or 25 PA pressure: _____ 5. Square footage of conditioned area: _____ 6. HVAC duct leakage CFM results: _____ (Line 1 divided by Line 2 times 100)				
Check One:	Rough-in duct leakage test	Air handler <u>installed</u> : Total leakage shall be less than or equal to 4 CFM per 100 square feet of conditioned floor area.		
	Post-construction duct leakage test	Air handler <u>not installed</u> : Total leakage shall be less than or equal to 3 CFM per 100 square feet of conditioned floor area.		
		Total leakage shall be less than or equal to 4 CFM per 100 square feet of conditioned floor area.		

Results for Unit Three				
Location:	Basement	Attic	Crawlspace	Other (describe):
Is unit within thermal envelope?				
<ul style="list-style-type: none"> • If "Yes" - no leakage test required. Yes No • If "No" - complete next sections 				
Air handler attached to duct system at test? Yes No				
Please provide the test results:				
7. CFM of ducts @ 0.1 w.g. or 25 PA pressure: _____ 8. Square footage of conditioned area: _____ 9. HVAC duct leakage CFM results: _____ (Line 1 divided by Line 2 times 100)				
Check One:	Rough-in duct leakage test	Air handler <u>installed</u> : Total leakage shall be less than or equal to 4 CFM per 100 square feet of conditioned floor area.		
	Post-construction duct leakage test	Air handler <u>not installed</u> : Total leakage shall be less than or equal to 3 CFM per 100 square feet of conditioned floor area.		
		Total leakage shall be less than or equal to 4 CFM per 100 square feet of conditioned floor area.		