

**Department of Community Development**

21 South Bruffey Street

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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. • If "No" - complete next sections 			Yes	No
Air handler attached to duct system at test?				
Please provide the test results: <ol style="list-style-type: none"> 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 installed: 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 not installed: 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. • If "No" - complete next sections 			Yes	No
Air handler attached to duct system at test?				
Please provide the test results: <ol style="list-style-type: none"> 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 installed: 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 not installed: 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. • If "No" - complete next sections 			Yes	No
Air handler attached to duct system at test?				
Please provide the test results: <ol style="list-style-type: none"> 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 installed: 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 not installed: 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.		