

M E M O R A N D U M

*HEATING, VENTILATION AND AIR-CONDITIONING  
INSTALLATION, VERIFICATION CERTIFICATE (HVAC)*

MEMO TO: Jake Detlor. C.B.O  
Township of Stone Mills

**From:** Heating Contractor: \_\_\_\_\_

**RE:** Project name and Addressee: \_\_\_\_\_

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This is to 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:

HRAI# \_\_\_\_\_ (or equivalent) of which I am a member in good standing.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_