



Building Department CHECKLIST FOR AIR CONDITIONING PERMITS

PERMIT APPLICATION – The following information must be completed on the permit application:

- For office use only - Permit number and pin number
- Site address
- Parcel ID
- Owner's information, including contact info
- Contractor's information, including contact info
- Commercial/Residential
- Note if replacement or new equipment
- Note the heat strip KW
- Note System: Seer and Tonnage
- Note how many systems being installed or replaced
- Valuation
- Notarized Contractor/owner builder signature

PLANS AND DOCUMENTS – Provide 2 copies

- AHRI Certificate
- AC Change out Form if a replacement
- If installing duct work, a duct layout is required
- Recorded Notice of Commencement for work valued at \$7500 or more. (NOC must be submitted to the Building Department prior to scheduling the first inspection.)
- ****If applying for the permit as an owner builder, a copy of the recorded warranty deed or property card showing owners name from the property appraiser's website must be submitted, along with an Owner Builder Affidavit.**
- Debris Form

NOTES:

- If the permit request is for a new Mini-Split or new HVAC unit (not a replacement), the AHRI Certificate, Energy Compliance Forms, Heating and Cooling Calculation and Product Placement Sketch must be submitted with the permit application.
- Mismatched units require a letter from a Florida licensed Architect/Engineer or from an Accredited Lab.
- Fire Department review may be required on commercial projects – If required, the permit packet will simultaneously be reviewed by the Fire Department - additional fees will be charged by Fire Department and paid directly to the Fire Department.
- If the structure is located in a special flood hazard area (SFHA), the application is subject to substantial damage/improvement review. If this is a new install (not a replacement), the unit shall be elevated to at least 1.4' above the base flood elevation for the property.

This checklist is intended for Building Department use only. Additional documents may be requested at any time during the permitting process. Any exceptions must be approved by a Supervisor.