



CITY OF PORT ST. LUCIE BUILDING DEPARTMENT

Counter Checklist for A/C Permits

PERMIT APPLICATION – The following sections must be completed on the Permit Application:
<ul style="list-style-type: none"> • Permit number and pin number, C# if applicable - for office use only
<ul style="list-style-type: none"> • Property address
<ul style="list-style-type: none"> • Legal description
<ul style="list-style-type: none"> • Owner’s information
<ul style="list-style-type: none"> • Contractor’s information
<ul style="list-style-type: none"> • Replacement or new equipment
<ul style="list-style-type: none"> • Condenser make, model and tonnage
<ul style="list-style-type: none"> • Air handler make and model number
<ul style="list-style-type: none"> • Package unit information
<ul style="list-style-type: none"> • Heat strip KW gas make and model number
<ul style="list-style-type: none"> • Duct system
<ul style="list-style-type: none"> • Inspection responsibility must be initialed
<ul style="list-style-type: none"> • Valuation
<ul style="list-style-type: none"> • Application date and received by, for office use only
<ul style="list-style-type: none"> • Notarized Contractor/Homeowner builder signature
PLANS AND DOCUMENTS – Provide 2 copies
<ul style="list-style-type: none"> • AHRI Certificate
<ul style="list-style-type: none"> • Recorded Notice of Commencement for work valued more than \$7500
NOTES:
<ul style="list-style-type: none"> • If the permit request is for a brand new Mini-split, the AHRI Certificate, Energy Compliance Forms, Heating and Cooling Load Calculation, and Product Placement Sketch must be submitted with the permit application and will require Plan Review.
<ul style="list-style-type: none"> • If the permit request is for the replacement of a Mini-split, Load Calculations must be submitted with the permit application and will require Plan Review.
<ul style="list-style-type: none"> • If 50% or more of the duct-work is being replaced, a separate permit, AHRI Certificate and Layout must be submitted with the permit application and will require Plan Review.
<ul style="list-style-type: none"> • Installations of mismatched units require a letter from a Florida State licensed Architect/Engineer of from an Accredited Lab.
THIS CHECKLIST IS INTENDED FOR BUILDING DEPARTMENT USE ONLY. ADDITIONAL DOCUMENTS MAY BE REQUESTED AT ANYTIME DURING THE PERMITTING PROCESS. ANY EXCEPTIONS MUST BE APPROVED BY A SUPERVISOR.