



Building Department CHECKLIST FOR MECHANICAL PERMITS

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

- For office use only - Permit number and pin number, C# if applicable
- Property address
- Legal description
- Owner's information
- Contractor's information
- Commercial or residential
- Detailed description of proposed work
- Detailed location of proposed work
- Valuation
- Notarized Contractor/Homeowner builder signature
- For office use only – application date and received by

PLANS AND DOCUMENTS

- Recorded Notice of Commencement for work valued at \$5,000 or more unless there is a direct contract to repair or replace an existing heating or air conditioning system in an amount less than \$15,000.
- ****If applying for the permit as a homeowner builder, a copy of the recorded warranty deed or property card showing homeowners name from the property**

NOTES: appraiser's website must be submitted, along with HOB Affidavit.

- If the permit request is for the installation of a new Mini-Split, the AHRI Certificate, Energy Compliance Forms, Heating and Cooling Calculation and Product Placement Sketch must be submitted with the permit application and will require plan review.
- 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.
- If duct work is being replaced, a duct layout that shows duct size and material must be submitted with the permit application and will require plan review.
- Installations of mismatched units require a letter from a Florida State licensed Architect/Engineer or from an Accredited Lab.

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.