



Permit #: _____ Pin: _____ Affordable housing: Federal State Local City of PSL SHIP – CDBG – NSP

CONSTRUCTION UNDER THIS PERMIT SHALL BE DONE IN ACCORDANCE WITH NEC 2020

Site Address: _____

Legal Description (Section/Block/Lot): _____

Parcel ID: _____

Owner's Information

Name: _____

Email: _____

Phone: _____

Address: _____

Contractor's Information

Name: _____

Email: _____

Phone: _____

Address: _____

PSL Comp no. _____

State License no. _____

PROJECT INFORMATION

Commercial Residential

Description of work: _____

Location of work: _____

*See checklist for additional requirements.

Total Valuation \$ _____

APPLICATION MUST BE SIGNED AND NOTARIZED BY THE CONTRACTOR AND OWNER

 Contractor Signature Date

 Print Name

 Notary Public, State of Florida

STATE OF FLORIDA, County of _____

[NOTARIAL SEAL]

The foregoing instrument was acknowledged before me by means of physical presence or online notarization this ____ day of _____, 20____, by _____ who is personally known to me or has produced _____ as identification.

 Owner or Owner's Authorized Representative Signature Date

 Print Name

 Notary Public, State of Florida

STATE OF FLORIDA, County of _____

[NOTARIAL SEAL]

The foregoing instrument was acknowledged before me by means of physical presence or online notarization this ____ day of _____, 20____, by _____ who is personally known to me or has produced _____ as identification.

FOR OFFICE USE ONLY

PERMIT FEE \$ _____ Payment method: _____ Last 4 Digits of Credit Card or Check no.: _____ Receipt no.: _____

Application date: _____ Rec'd by: _____



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 – Provide 2 copies:

- Recorded Notice of Commencement for work valued at \$5,000 or more. (NOC must be submitted to permitting prior to scheduling the first inspection.)
- ****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 appraiser's website must be submitted, along with HOB Affidavit.**

NOTES:

- 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.