



## Building Department CHECKLIST FOR AIR CONDITIONING PERMITS

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**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
- Replacement or new equipment
- Condenser make, model and tonnage
- Air handler make and model number
- Package unit information
- Heat strip KW gas make and model number
- Duct System
- Inspection responsibility, must be initialed
- Valuation
- Notarized Contractor/Homeowner builder signature
- For office use only – application date and received by

**PLANS AND DOCUMENTS** – Provide 2 copies

- AHRI Certificate
- Recorded Notice of Commencement for work valued at \$15,000 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 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.
- 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.***