**Building Department**
**CHECKLIST FOR MECHANICAL 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
- 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 Commenencement 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 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.***