



Life's Just Better Here

AIR CONDITIONING (CHANGE-OUT)

This checklist is designed to expedite permit application processing by ensuring that all required documentation is submitted with your application.

REQUIRED ONLINE PERMIT APPLICATION(S)

- Mechanical
- Electrical (if applicable)
- Building (if applicable)

MINIMUM PLAN SUBMITTAL

- One (1) set of plans.
- One (1) copy of the data sheet.
- Tie-down details.
 - o Signed and sealed original engineer anchoring details.
- A Notice of Commencement (NOC) must be recorded and displayed upon first inspection if the job exceeds \$15,000.
- One (1) copy of the survey unless on roof.
- One (1) copy of Certificate of Product Rating.
- Owner/Builder Affidavit, if constructed by homeowner.
- One (1) Homeowner Association Approval letter, if required.
- Identify landscaping on plan for ground units.
- Identify setback to unit.

INSPECTIONS

Inspections must be submitted online prior to **4:30 PM** for the next business day.

REVIEW STOP(S)

- Mechanical
- Electrical
- Building (if applicable)
- Zoning (if applicable)

*Please note that this checklist is not intended to be all-inclusive. Due to changes in codes, regulations, and ordinances, other requirements may apply.

Broward County Uniform Data Form for Residential and Light Commercial Air Conditioning Replacements

All others, including cooling towers, chillers, refrigeration units, etc., must provide plans.
Each system requires a form.

Job Name:	
Address:	

Unit #:		City:		FL Zip Code:	
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Fill in the applicable information

Data	Existing Unit (*)		New Unit	
Manufacturer				
Size (Tons) SEER/SEER2/EER **				
Package/Heat Pump Model #				
Condensing Unit Model #				
AHU Model #				
Strip Heat (KW)				
Minimum Circuit Amps	c/u	ahu/pkg	c/u	ahu/pkg
Maximum Overcurrent Protection	c/u	ahu/pkg	c/u	ahu/pkg
Size of Disconnect	c/u	ahu/pkg	c/u	ahu/pkg

(*) Provide equipment sizing calculation if existing unit data is not available (ACCA Manual N, J, etc.)

(**) Provide AHRI Certificate

Will a new stand, curb, or curb adapter be installed?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Will a duct smoke detector be installed or reconnected?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Is the duct s/d connected to a Fire Alarm Panel?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Will the A/C location be the same?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Is the A/C equipment being replaced because of a flood?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Will electrical "line side" work be needed?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Company Name	
FL State or Co. License #	
Qualifier's Signature	

FOR BUILDING DEPARTMENT USE ONLY

Process or Permit #		Jurisdiction	
Approved by		Date	

Disclaimer:
This form does not relieve the applicant from compliance with all applicable sections of the Florida Building Codes.
Additional local regulations might be applicable, i.e. zoning, flood and fire prevention, etc.