



## COMMUNITY DEVELOPMENT SERVICES

(954) 390-2180 FAX: (954) 567-6069

A/C CHANGE-OUT

*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

**FILL IN APPLICABLE INFORMATION**

Data	Existing Unit (1)	New Unit
Manufacturer		
Size (Tons) / SEER (2) /EER (2)		
Package/Heat Pump Model #		
Condensing Unit Model #		
AHU Model #		
Model #		
KW Strip Heat		

Minimum Circuit Amp	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	

**(1) Provide equipment sizing calculations if existing unit data is not available (ACCA Manual N, J, etc.)****(2) Provide AHRI Certificate**

Will a new stand, curb or curb adapter be installed?	YES		NO	
Will a duct smoke detector be installed or reconnected?	YES		NO	
Is the duct s/d connected to an Fire Alarm Panel?	YES		NO	
Will the A/C location be the same?	YES		NO	

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

**FOR BUILDING DEPARTMENT USE ONLY**

Process or Permit #		Jurisdiction	
Approved by		Date	

**Disclaimer:**

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

**5.201**