



A/C Change-Out Permit Guidelines - Residential

A/C Contractor or Owner/Builder may apply for permit

For New Mini-Split Systems a separate Electrical Misc permit is required to be pulled by an Electrician

For Equipment only:

- Trade application.
- Two (2) copies of HVAC Data Sheet.
- Owner Builder Affidavit (if homeowner).
- NOC required if value is \$7500 or greater.

For Equipment and Duct Work:

- Trade Application
- Two (2) copies of HVAC Data Sheet
- Duct Certification
- Two (2) copies of Manual "D"

For your reference the Manual "D" is not a document we provide, this is a floor plan drawing that is provided by the contractor to show the locations of the duct layout, new and existing. The Duct Certification does not need to be presented at the front counter at time of submittal but must be on the job site at time of inspection for the inspector.

- If any new duct work is added or modified, other than the plenums that connect directly to the equipment, then the "Duct Certification" and Manual "D" are also required.

For Duct Work only:

- Trade Application
- Two (2) copies of HVAC Data Sheet
- Duct Certification
- Two (2) copies of Manual "D"
- If a permit is pulled for duct work only, then the "Duct Certification" and Manual "D" are required.

Description:

- Type of system (i.e. split system), seer, tonnage and kw and manufacturer

Route to: OFFICE USE ONLY

CSR to approve over the counter

(CSR to stamp HVAC Data Sheet with application processed stamp; compliance to be verified at time of inspection).



A/C Change-Out Permit Guidelines – Res. (cont'd)

Processing: OFFICE USE ONLY

- Type: AC Change Out
- Subtype: Residential

Inspections:

- Notice of Commencement (NOC) 10
- HVAC Final (042) 20
- HVAC Rough (012) (if duct work is being done) 20

Fees:

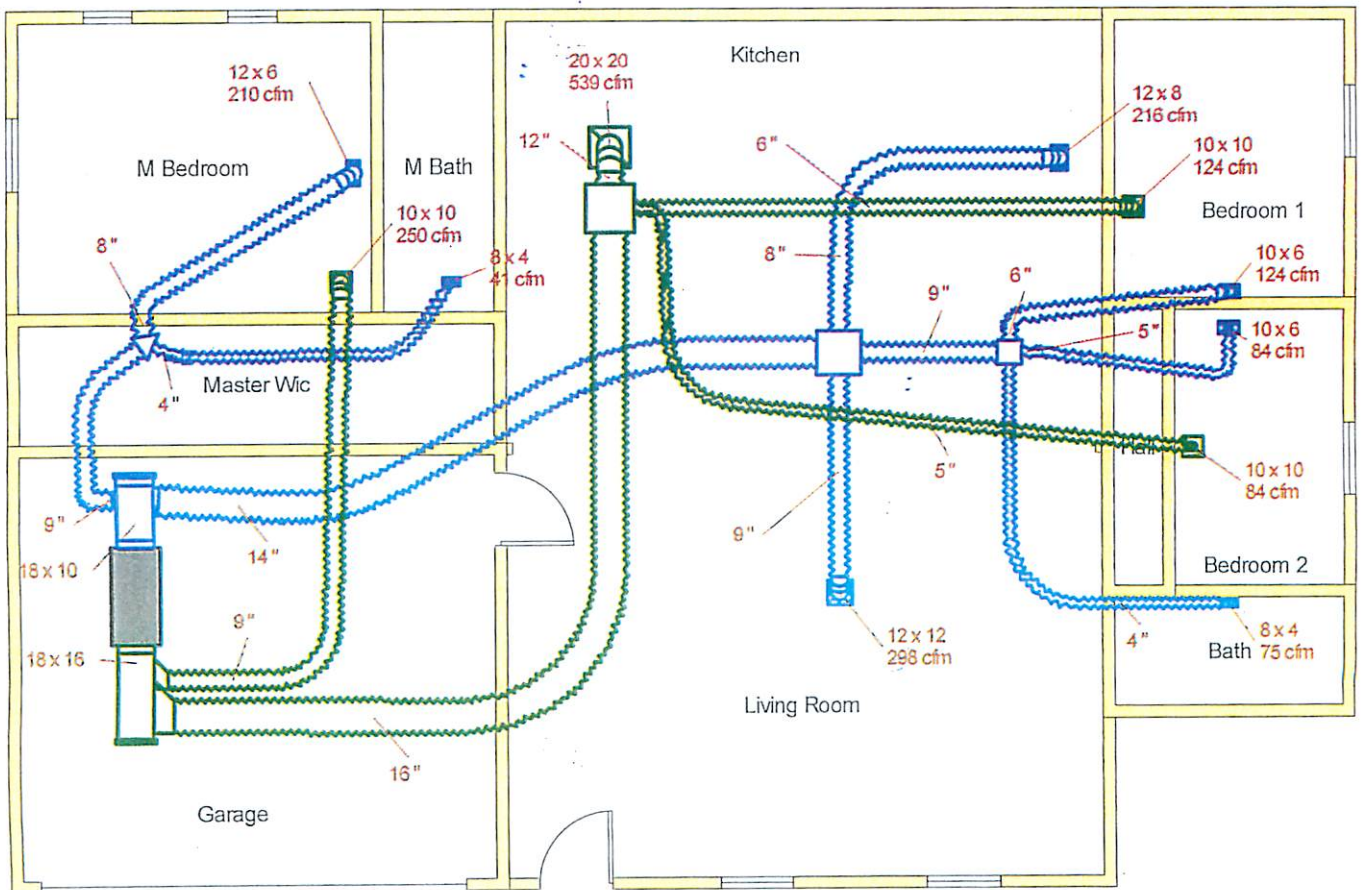
- A/C Change Out \$ 100.00
- Surcharge YES

Expiration:

- Six (6) months



Example of Manual D - Duct Drawing



Minimum Requirements:

- Floor Plan of Home (rooms)
- Location of Air Handler
- Complete Layout of Supply Ducts
- Complete Layout of Return Ducts
- Location of Supply/Return Grilles
- Duct Size & CFM
- Indicate New/Existing



DUCT CERTIFICATION
 FOR INSTALLATION OF NEW DUCT WORK
 OR MODIFICATION OF THE EXISTING DUCT SYSTEM

FLORIDA ENERGY CONSERVATION CODE
 (FBC ENERGY, SECTION 403)
TO BE LEFT ONSITE AND PICKED UP BY INSPECTOR

Owner:	Permit #:
Site Address:	Contractor:
City:	License #:
Zip:	Final Inspection Date:

I certify that I have installed new or modified the existing duct work associated with the HVAC system referenced by the permit listed above and found it complies with the requirements FBC Energy Code, Section 403.2.

- Where modified, the existing ducts have been sealed using reinforced mastic or code-approved equivalent.
- Ducts are located within conditioned space (Section 403.2.1)
- System was tested as per FBC Energy code, section 403.2.2.1.

All new duct work is to comply with FBC Energy 403.2 and FBC Mechanical chapter 6.

 Name of License Holder (print or type)

 Signature of License Holder

 Date