



WILTON MANORS, *Island City*

2020 WILTON DRIVE, WILTON MANORS, FLORIDA 33305

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 PERMIT APPLICATION(S)

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

MINIMUM PLAN SUBMITTAL

- Two (2) sets of plans.
- Two (2) copies 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 \$7,500.
- Two (2) copies of the survey unless on roof.
- Two (2) copies of Certificate of Product Rating.
- Owner/Builder Affidavit, if constructed by homeowner. This must be signed in person at the Community Development Services Department.
- Two (2) copies of Homeowner Association Approval, if required.
- Identify landscaping on plan for ground units.
- Identify setback to unit.

INSPECTIONS

Inspections must be submitted online, faxed or dropped off 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.



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Air Conditioning Data Sheet

Job Address: _____

Permit Number: _____

Company Name: _____

License Number: _____

	Old Unit Information	New Unit Information
Manufacturer		
Package Unit Model Number		
Condensing Unit Model Number		
Air Handler Model Number		
Heat (KW)		
Tonnage		
EER / SEER		

- Ladders, if needed, must be provided and set up for inspection.
- Duct detectors are required to be tested.
- Engineering is required for all outdoor equipment.
- Mechanical Contractors: Please be aware that heat pump replacements require that you notify the property owner of the potential risks associated with not replacing the existing hose supply and returns.

I, (Print Name) _____ certify that the information provided above is correct.

Signature _____
 (Original Signature of Qualifier for work on permit application)

Date: _____