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Air Conditioner Change Out Checklist

WHEN DO I NEED A PERMIT?

The installation, alteration or major repair of any air conditioning system, whether Commercial or Residential, requires a Mechanical Permit be issued.

REQUIRED PERMIT APPLICATIONS & DOCUMENTS:

Submit a completed [Broward County Uniform Permit Application \(Mechanical Checked\)](#) from a licensed Mechanical contractor, and if Electrical work submit a sub-permit application. Must indicate on the job description if this is a replacement or additional A/C.

Submit AHRI Certificate of Product Ratings' page for the A/C equipment being installed.

Submit a completed [A/C Equipment Change Out form](#), officially called the "Broward County Uniform Data Form for Residential and Light Commercial Air Conditioning Replacements".

Submit attachments details for equipment exposed to the outside. This can either be a [Florida Product Approval](#) or [Miami Dade Notice of Acceptance Tie Down detail](#) or an Original signed & sealed engineer attachment plans. Equipment tie downs must be highlighted on the engineered NOA.

Submit a [Condo/HOA Association approval letter](#), if applicable

Submit a recorded [NOC- notice of commencement](#) if the job value is greater than \$15,000. If pending the submittal of an NOC it will not hold a permit from issuance, but it will hold the first inspection from scheduling.

- Helpful Tips:**
- Mechanical equipment and affiliated slabs shall provide a minimum 3' side and rear setback, or 12' if adjacent to a side street.
 - Not permitted in frontage setback (first 25', measured from front property line).
 - If visible from public right of way indicate the method of screening(i.e. landscape, fence, etc).

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

I certify to the best of my knowledge that all applicable documents have been submitted.

Print Name

Email Address

Date

Each project is unique, additional items may be required depending on the scope of work being performed. 1 | 1