

A/C CHANGE OUT PERMIT APPLICATION CHECKLIST

Minimum Permit Application Requirements:

Broward County Uniform Building Permit Application (*filled out and notarized*)

Documented proof of cost, including all labor and materials (*signed contract*)

An A/C changeout form (*Broward County Uniform Data Form for Residential & Light Commercial Air Conditioning Replacements*)

An AHRI Certificate

Equipment Tie Down Details (*MUST be signed, sealed and current*)

BROWARD COUNTY UNIFORM BUILDING PERMIT APPLICATION

Revised 11-14-2025

Select One Trade: ☐ Building ☐ Electrical ☐ Plumbing ☐ Mechanical ☐ Other _____Private Provider? ☐ YES ☐ NO If yes, attach [Form # 61G20-2.005-2002-01](#)

Application Number: _____ Application Date: _____

1

Job Address: _____ Unit: _____ City: _____

Tax Folio No.: _____ Flood Zn: _____ BFE: _____ Floor Area: _____ Job Value: _____

Building Use: _____ Construction Type: _____ Occupancy Group: _____

Present Use: _____ Proposed Use: _____

Description of Work: _____

☐ New ☐ Addition ☐ Repair ☐ Alteration ☐ Demolition ☐ Revision ☐ Other: _____Legal Description: _____ ☐ Attachment**2**

Property Owner: _____ Phone: _____ Email: _____

Owner's Address: _____ City: _____ State: _____ Zip: _____

3

Contracting Co.: _____ Phone: _____ Email: _____

Company Address: _____ City: _____ State: _____ Zip: _____

Qualifier's Name: _____ Owner-Builder License Number: _____

☐ License Exempted per F.S. 489.117(4)(a)1 Business Tax Receipt Number: _____**4**

Architect/Engineer's Name: _____ Phone: _____ Email: _____

Architect/Engineer's Address: _____ City: _____ State: _____ Zip: _____

Bonding Company: _____

Bonding Company's Address: _____ City: _____ State: _____ Zip: _____

Fee Simple Titleholder's Name (*If other than the owner*) _____Fee Simple Titleholder's Name
(*If other than the owner*) _____ City: _____ State: _____ Zip: _____

Mortgage Lender's Name: _____

Mortgage Lender's Address: _____ City: _____ State: _____ Zip: _____

BROWARD COUNTY UNIFORM BUILDING PERMIT APPLICATION

Job Address: _____ Unit: _____ City: _____

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, and AIR CONDITIONERS, etc.

OWNER'S AFFIDAVIT: I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

<p>X _____ Signature of Property Owner or Agent (Including Contractor)</p> <p>STATE OF FLORIDA COUNTY OF _____</p> <p>Sworn to (or affirmed) and subscribed before me by means of ____ physical presence or ____ online notarization, this ____ day of _____, 20____ by _____ (Type/Print Property Owner or Agent Name)</p> <p>_____ NOTARY'S SIGNATURE as to Owner or Agent's Signature</p> <p>Notary Name _____ (Print, Type or Stamp Notary's Name)</p> <p>Personally Known _____ Produced Identification _____</p> <p>Type of Identification Produced _____</p>	<p>X _____ Signature of Qualifier</p> <p>STATE OF FLORIDA COUNTY OF _____</p> <p>Sworn to (or affirmed) and subscribed before me by means of ____ physical presence or ____ online notarization, this ____ day of _____, 20____ by _____ (Type/Print Qualifier or Agent Name)</p> <p>_____ NOTARY'S SIGNATURE as to Qualifier or Agent's Signature</p> <p>Notary Name _____ (Print, Type or Stamp Notary's Name)</p> <p>Personally Known _____ Produced Identification _____</p> <p>Type of Identification Produced _____</p>
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APPROVED BY: _____ Permit Officer Issue Date: _____ Code in Effect: _____
FOR OFFICE USE ONLY FOR OFFICE USE ONLY FOR OFFICE USE ONLY

A jurisdiction may use a supplemental page to request additional information and cite other conditions. Please inquire.

Note: If any development work as described in FS 380.04 Sec. 2 a-g is to be performed, a development permit must be obtained prior to the issuance of a building permit.

Issuance of a building permit by the City of Margate does not guarantee that the work permitted is allowed by your homeowner's association. The homeowner and/or contractor is responsible for obtaining their approval separately.



Broward County Board of Rules and Appeals

1 N. University Drive Suite, 3500B, Plantation, FL 33324

broward.org/CodeAppeals | 954-765-4500 | rulesboard@broward.org

TO: Broward County Electrical Inspectors

FROM: Chief Electrical Code Compliance Officer

DATE: July 2, 2024

RE: HVAC System Contractor Limitation Changes

Recommendation

Due to the recent Florida Statute 489.105 Modification derived from the recently signed Senate Bill 612, it is recommended that an Electrical Inspection be performed when an HVAC System Contractor provides services within the new statute's scope (all line side work). An electrical permit is not required, but an electrical plan review and inspection by an Electrical Inspector must be performed.

Reasons

An electrical inspector is trained to inspect the proper installation of electrical equipment and wiring.

Additional Information

Senate Bill 612 modified the scope of the HVAC system contractor that allows certain contractors to work on the "line side" of the disconnect; this reads as follows:

"Section 1 amends the definition of "Class A air-conditioning contractor," "Class B air conditioning contractor," and "mechanical contractor" to allow them to replace, disconnect, or reconnect power wiring on the line or load side of the dedicated existing electrical disconnect switch on single-phase electrical systems, and to repair or replace power wiring, disconnects, breakers, or fuses for dedicated HVAC circuits."

This Statute went into effect on July 1, 2024.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Kenneth Castronovo".

Kenneth Castronovo
Chief Electrical Code Compliance Officer

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?		Yes
Will a duct smoke detector be installed or reconnected?		Yes
Is the duct s/d connected to a Fire Alarm Panel?		Yes
Will the A/C location be the same?		Yes
Is the A/C equipment being replaced because of a flood?		Yes
Will electrical "line side" work be needed?		Yes

	No
	No
	No
	No
	No
	No

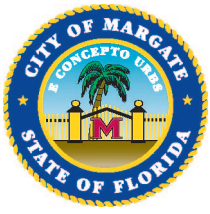
Company Name			
FL State or Co. License #			
Qualifier's Signature			

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.



SECURE THIS JOB

**DURING A HURRICANE WATCH
& BEFORE THE ONSET OF HURRICANE VELOCITY WINDS
YOU ARE REQUIRED TO **SECURE THIS JOB****

**IN ACCORDANCE WITH THE BOARD COUNTY ADMINISTRATIVE PROVISIONS
OF THE FLORIDA BUILDING CODE SECTION 110.13**

**All loose objects
in exposed outdoor locations
shall be lashed to rigid construction
or shall be stored in buildings.**

**Florida Building Code Broward County Administrative Provisions
Section 110.13.2**

**NOTICES ISSUED BY THE NATIONAL WEATHER SERVICE OF A HURRICANE WATCH ARE DEEMED SUFFICIENT NOTICE
TO THE OWNER OF REAL PROPERTY UPON WHICH CONSTRUCTION IS OCCURRING, OR ANY CONTRACTOR
RESPONSIBLE FOR SAID CONSTRUCTION, TO SECURE LOOSE CONSTRUCTION DEBRIS AND LOOSE CONSTRUCTION
MATERIALS AGAINST EFFECTS OF HURRICANE FORCE WINDS.**

THIS INCLUDES BUT IS NOT LIMITED TO:

110.13.2.1 Road Right-of-Way shall remain clear of construction waste and trash	
110.13.2.2 Construction Waste and Trash Contained	110.13.2.3 Construction Materials; Loose Construction Debris; Roofing Tile & Materials; Temporary Electric Service Poles; Temporary Toilets and Temporary Construction Trailer
AND PROTECT ALL GLASS AREAS	