



# Building Services

## Mechanical System Change Outs

Permit: \_\_\_\_\_

Date: \_\_\_\_\_

Job Address: \_\_\_\_\_

Detailed scope of work:  
\_\_\_\_\_  
\_\_\_\_\_

Structure Type :  Single-Family Residence/Townhouse/Condo  Manufactured home  Other \_\_\_\_\_  
Energy source:  Gas  Electric  Solar  other \_\_\_\_\_

Duct  
 Relocate/Replacement only – no square footage increase (no additional information is required)

Full System Change Out  
 Condenser and air handler/furnace  Unit size(s) remains the same  
 Single-package unit  Change in unit size(s)

Additions  
 New mini-split system  
 New additional system  
 Using existing system, square footage increase

Partial System Change Page 2 must ALSO be filled-out only on Partial system change outs.

### Required information for all work

Condenser information: Manufacturer: \_\_\_\_\_ Model Number: \_\_\_\_\_

Circuit breaker size required: \_\_\_\_\_ Wire size required: \_\_\_\_\_  Existing or  Upgraded

Air Handler/Packaged System: Manufacturer: \_\_\_\_\_ Model number: \_\_\_\_\_

Circuit breaker size required: \_\_\_\_\_ Wire size required: \_\_\_\_\_  Existing or  Upgraded

Heat strip size: \_\_\_\_\_ Additional info: \_\_\_\_\_

Note : If gas heat, pipe size and shut-off valves shall be to current requirements:  Existing or  Upgraded

Electrical work other than unit to disconnect will require a Licensed Electrical Contractor.

Prepared by (Print Name): \_\_\_\_\_ License #: \_\_\_\_\_

License Holder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\* Note: This completed form is required on site at time of inspection. The form will be taken to office for record keeping after inspection \*\*\*



## Building Services

### Partial Mechanical System Change Outs

**This page is only required for Partial systems change outs in  
Addition to the required **First page****

Florida Statutes, Section 553.912, Air Conditioners. It is the intent of the legislature that all replacement air-conditioning systems be installed using energy-saving, quality installation procedures; including, but not limited to, equipment sizing analysis and duct inspection.

Per FBC-EC 101.4.7 exceptions Outdoor and indoor units that are not designed to operate together must meet U. S. Department of Energy Section C403.2.3 (commercial) or R303.1.2 (residential) requirements. Matched systems are required and must be verified by one of the following means: ARI (AHRI) data, accredited labs, manufacture's letter, letter from a Florida Registered Professional Engineer.

- Installing either the air handler or condenser (provide documentation):  
The replacement unit you are installing is certified for capacity and efficiency by (check one):
  - ARI Rating
  - ARL or other recognized testing laboratory
  - Professional Engineer, Florida registration number: \_\_\_\_\_
  - Manufacturer's letter

Please complete HVAC Matching Equipment Certification and provide all the required support data proving this is a matched system. This information must be provided with the permit application. Note a copy of all information submitted must be on site for a final inspection. Missing forms or information will result in a failed inspection. This form is a required part of all mechanical permit applications for system replacement, addition or repair. Permits may not be processed without all supporting documents.

Prepared by (Print Name): \_\_\_\_\_ License #: \_\_\_\_\_

License Holder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\* Note: This completed form is required on site at time of inspection. The form will be taken to office for record keeping after inspection \*\*\*