



## **A/C Change-Out Permit Guidelines - Residential**

**Description:** Use this permit type for residential (1 or 2 family homes) A/C change out and duct repair/replacement. For **new Mini-Split systems** a separate Electrical Misc. permit is required to be pulled by an Electrician.

**License Requirements:** A CAC, CMC, or owner/builder may apply for this permit.

### **Documents required at Application:**

#### **For Owner/Builder in person:**

*\*\*2 copies required for each of the below\*\**

- **Paper trade application**
- **HVAC Data Sheet**
- **Duct Plan** (only if performing duct work)
  - Duct Certification required to be posted on-site only
- **Owner/Builder Affidavit**
  - Must be Notarized
- **NOC if valuation is \$15000 or greater:**
  - May be submitted after application, but before the 1<sup>st</sup> inspection
  - Must be Notarized
  - Must be recorded and certified by Lee County. If only recorded, then a NOC Affidavit is also required

#### **For Registered Contractors online:**

*\*\*Push Button Permit\*\**

- **Apply on CSS:** select "A/C Change Out – Residential"
- **Duct Plan** (only if performing duct work)
  - Duct Certification required to be posted on-site only
- **NOC if Valuation is \$15000 or greater:**
  - May be submitted after application, but before the 1<sup>st</sup> inspection
  - Must be Notarized
  - Must be recorded and certified by Lee County. If only recorded, then a NOC Affidavit is also required

### **Permit Details**

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

### **Reviews**

- Push Button Permit

### **Inspections:**

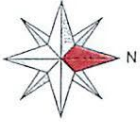
- |   |    |
|---|----|
| • Notice of Commencement (NOC)                  | 10 |
| • HVAC Final (042)                              | 20 |
| • HVAC Rough (012) (if duct work is being done) | 20 |

### **Fees:**

- |                  |          |
|------------------|----------|
| • A/C Change Out | \$ 75.00 |
| • Surcharge      | YES      |

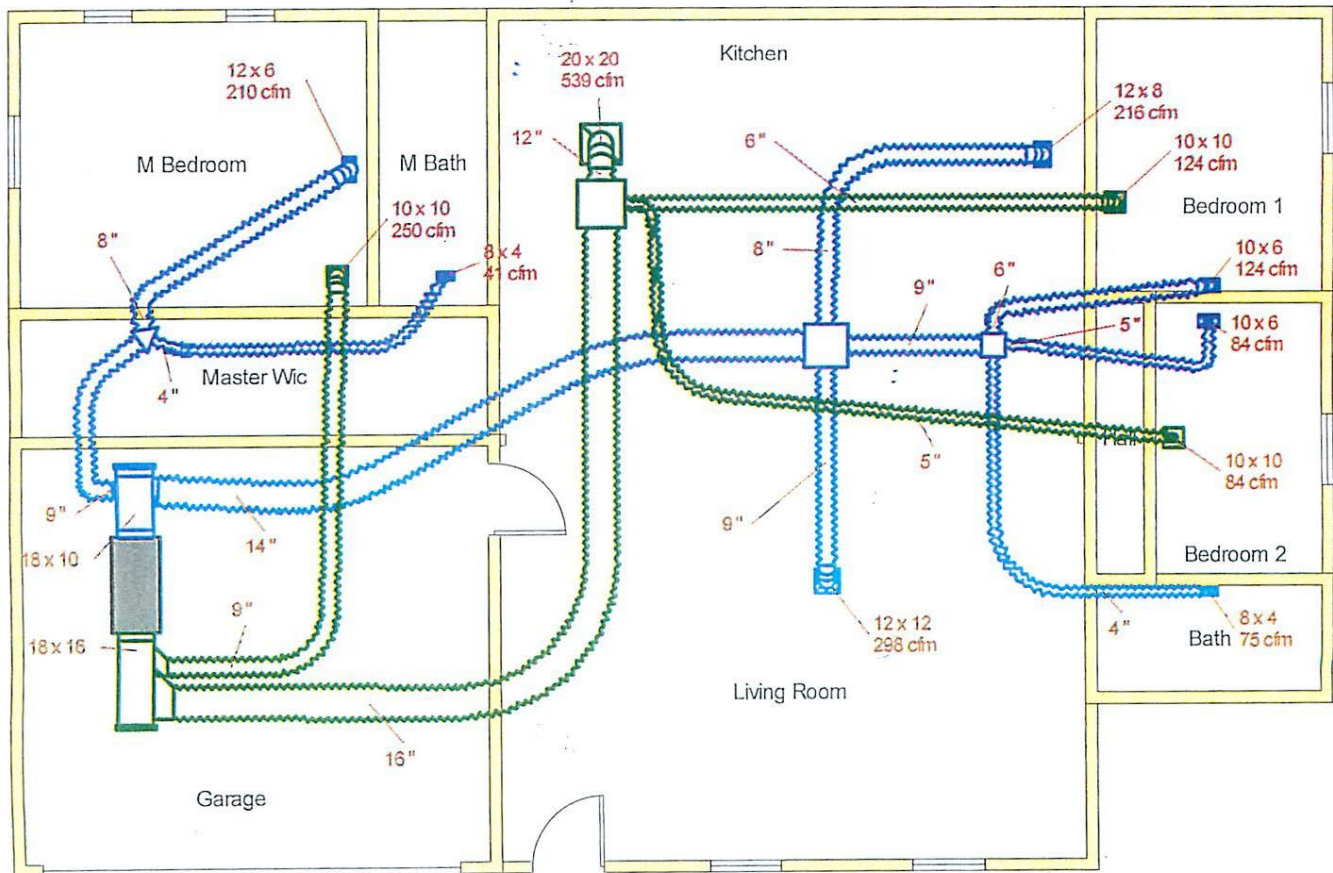
### **Expiration:**

- Six (6) months



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## Example Duct Plan



### 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