



City of Lake City - Growth Management
173 NW Hillsboro St. Lake City, FL 32055
Ph: 386-719-5750 Email: Permits@lcfra.com

HVAC NEW/CHANGE OUT PERMIT APPLICATION

(Must attach rating verification form per Energy
Code 101.4.7)

Permit #: _____

CONSTRUCTION UNDER THIS PERMIT SHALL BE DONE IN ACCORDANCE WITH FBC 2023 8TH EDITION

Site Address: _____

Legal Description (Section/Block/Lot): _____

Parcel ID: _____

Owner's Information

Name: _____

Email: _____

Phone: _____

Address: _____

Contractor's Information

Name: _____

Email: _____

Phone: _____

Address: _____

State License no. _____

SYSTEM INFORMATION

Note: The scope of work is replacing the existing HVAC equipment with new like-for-like with no alteration to the existing duct work. If the scope of work will include new duct work in addition to the equipment replacement. Please apply for a Commercial or Residential mechanical permit.

☐ Commercial ☐ Residential

Number of Units: _____

System Capacity BTU/HR: _____

System SEER2 rating: _____

AHRI number(if any): _____

Heat strip K.W.: _____

☐ Split System

☐ Package

Replacement condenser unit make/model #: _____

Replacement package unit make/model #: _____

Replacement air handler make/model #: _____

Total Valuation \$ _____

APPLICATION MUST BE SIGNED AND NOTARIZED BY THE CONTRACTOR AND OWNER

Contractor Signature _____

Date _____

Print Name _____

Notary Public, State of Florida _____

STATE OF FLORIDA, County of _____

[NOTARIAL SEAL]

The foregoing instrument was acknowledged before me by means of
☐ physical presence or ☐ online notarization this ____ day of
_____, 20____, by _____ who
is personally known to me or has produced _____
as identification.

Owner or Owner's Authorized Representative Signature _____

Date _____

Print Name _____

Notary Public, State of Florida _____

STATE OF FLORIDA, County of _____

[NOTARIAL SEAL]

The foregoing instrument was acknowledged before me by means of
☐ physical presence or ☐ online notarization this ____ day of
_____, 20____, by _____ who
is personally known to me or has produced _____ as
identification.

FOR OFFICE USE ONLY

PERMIT FEE \$ _____

Application date: _____ Rec'd by: _____



Building Department
CHECKLIST FOR HVAC NEW/CHANGEOUT PERMITS

PERMIT APPLICATION – The following information must be completed on the permit application:

- For office use only - Permit number and pin number
- Site address
- Parcel ID
- Owner's information, including contact info
- Contractor's information, including contact info
- Commercial/Residential
- Note if replacement or new equipment
- Note the heat strip KW
- Note System: Seer and Tonnage
- Note how many systems are being installed or replaced
- Valuation
- Notarized Contractor/owner builder signature

PLANS AND DOCUMENTS – Provide 2 copies

- AHRI Certificate
- AC Change out Form if a replacement
- If installing duct work, a duct layout is required
- Recorded Notice of Commencement for work valued at \$15,000 or more. (NOC must be submitted to the Building Department prior to scheduling the first inspection.)
- ****If applying for the permit as an owner builder, a copy of the recorded warranty deed or property card showing owners name from the property appraiser's website must be submitted, along with an Owner Builder Affidavit.**
- Debris Form

NOTES:

- If the permit request is for a new Mini-Split or new HVAC unit (not a replacement), the AHRI Certificate, Energy Compliance Forms, Heating and Cooling Calculation and Product Placement Sketch must be submitted with the permit application.
- Mismatched units require a letter from a Florida licensed Architect/Engineer or from an Accredited Lab.
- If the structure is located in a special flood hazard area (SFHA), the application is subject to substantial damage/improvement review. If this is a new installation (not a replacement), the unit shall be elevated to at least 1.4' above the base flood elevation for the property.

This checklist is intended for Building Department use only. Additional documents may be requested at any time during the permitting process. Any exceptions must be approved by a Supervisor.