HVAC Change out Permit Requirements
FOR CONTRACTORS

- Permit Application
- Mechanics Lien Affidavit (Only if over $7,500.00)
- Notice of Commencement or Affidavit of Notice of Commencement Filing Only if over $7,500.00 (Recorded and Certified copy not required until first inspection)
- Copy of Warranty Deed
- Mailing envelope addressed to property owner with postage affixed
- Air Conditioning Replacement Form- 1 Original+ 1 Copy
- AHRI Information - 2 Copies

*** THIS LIST IS INTENDED ONLY AS A GUIDE LINE FOR APPLICATION SUBMITTAL AND MAY OR MAY NOT BE ALL INCLUSIVE***

It is the applicant's responsibility to produce Notice of Commencement as specified in Florida Statute Chapter 713.13, prior to the scheduling of inspections. All inspections must be complete to close out the permit when the project is complete. Failure to close out permits may result in additional fees and/or suspension of rights to obtain additional permits.

Revised 04/2015
1. **Property Owners Name:** _______________________________________________________
   Mailing Address: ________________________________________________________________
   Phone Number: ______________________    E-mail: _________________________________

2. **Location of Property/Job Address:** __________________________________________
   Legal Description: ______________________________________________________________
   Parcel #:_________________________ Block:________ Lot:___________________________

3. **Contractor / Installer:** ______________________________________________________
   Address: _______________________________________ State License: ____________________
   City/State/Zip Code: ______________________ Phone #:______________________________
   Fax #:__________________________________ Cell #:_______________________________
   E-mail: _________________________________________________________________

4. **Description of Work:**
   - [ ] Commercial
   - [ ] Residential
   **Mobile Home:**
   - Make __________________ Model __________________ Year ____________ Serial Number:
   Specify Single or Double Wide Width:____ x Length:________ (without hitch)= Sq Ft:
   Is this a replacement home? [ ] YES or [ ] NO (If yes provide proof)

5. **Total Square Footage Under Roof:** __________________________________________

6. **Type of Construction, Occupancy Classification and Area Totals:**
<p>| Type of Construction (check one): |</p>
<table>
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<tr>
<th>IA</th>
<th>IB</th>
<th>II A</th>
<th>IID</th>
<th>IIIB</th>
<th>IV</th>
<th>VA</th>
<th>VB</th>
</tr>
</thead>
<tbody>
<tr>
<td>Occupancy Classification (check one):</td>
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<td>A-1</td>
<td>A-2</td>
<td>A-3</td>
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<td>E</td>
<td>F-1</td>
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<td>I-2</td>
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<td>R-1</td>
<td>R-2</td>
<td>R-3</td>
<td>R-4</td>
</tr>
</tbody>
</table>

   Number of Rooms (total):______ Number of Bathrooms:________
   Number of Stories:__________ Number of Elevators:_________
   Patio:_________ Square feet. Driveway:___________x__________ Pool Area (including deck):_____
   Fire Sprinklers: [ ] YES or [ ] NO (If yes, separate permit required)

7. **Potable Water Supplied by:** _____________________________ Septic Tank Permit #: ___________
   or Water and Sewer Company: ______________________________________________________

8. **Total Cost of Improvements:** ________________________________________________

9. **Sub Contractor Information:**
   **Electrical Contractor:**
   - DBA: ___________________ License Holders Name: ___________________
   - State License Number: ___________________ Size of Electrical Service: Phase: ________ Amps: ________
   **Plumbing Contractor:**
   - DBA: ___________________ License Holders Name: ___________________
   - State License Number: ___________________ Number of Bathrooms: __________
   - Number of Fixtures, Floor Drains and Traps: ________________________________

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Page 1 of 2  Rev. 03/15
**Mechanical Contractor:**

<table>
<thead>
<tr>
<th>DBA:</th>
<th>License Holders Name:</th>
</tr>
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<tbody>
<tr>
<td>State License Number:</td>
<td>Total Cost of Mechanical:</td>
</tr>
<tr>
<td>Size of Unit</td>
<td>tons.</td>
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</tbody>
</table>

**Roofing Contractor:**

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<thead>
<tr>
<th>DBA:</th>
<th>License Holders Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>State License Number:</td>
<td>Total Cost of Roof:</td>
</tr>
<tr>
<td>Type of Roof to be Installed:</td>
<td>Square Footage of Structure:</td>
</tr>
</tbody>
</table>

**Aluminum Contractor:**

<table>
<thead>
<tr>
<th>DBA:</th>
<th>License Holders Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>State License Number:</td>
<td>Total Cost of Aluminum Structure:</td>
</tr>
<tr>
<td>Square Footage under Solid Roof Panels:</td>
<td></td>
</tr>
</tbody>
</table>

**Gas Contractor:**

<table>
<thead>
<tr>
<th>DBA:</th>
<th>License Holders Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>State License Number:</td>
<td>Total Number of Outlets:</td>
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</tbody>
</table>

**Elevator / Fence:**

<table>
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<tr>
<th>DBA:</th>
<th>License Holders Name:</th>
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<tbody>
<tr>
<td>State License Number:</td>
<td>Total Cost of Elevator / Fence:</td>
</tr>
</tbody>
</table>

**Others Contractor:**

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<tr>
<th>DBA:</th>
<th>License Holders Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>State License Number:</td>
<td>Total Cost of Others:</td>
</tr>
</tbody>
</table>

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work 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.

“FAILURE TO COMPLY WITH THE MECHANICS LIEN LAW CAN RESULT IN THE PROPERTY OWNER PAYING TWICE FOR THE BUILDING IMPROVEMENTS”

(Signature) (Printed Name)

IS SIGNING AS: CONTRACTOR MOBILE HOME INSTALLER OWNER* (Check one)

State of _________________________________ County of _________________________________

Sworn to and Subscribed before me, the _____ Day of ________________, 20__ by ___________________________ who is personally known to me or has produced ___________________________ as identification.

(Type of Identification)

Signature of Notary Public or Staff Signature* Print, Type or Stamp of Notary

*To qualify as an owner-builder, the owner of the property must personally appear at Central Permitting and sign this application. (FS §489.103.7b)
Mechanics Lien Affidavit

I____________________________________, the owner of the real property upon which improvements are to be constructed have received a copy of the Mechanics Lien Law Warning, Chapter 713, part 1, Florida Statutes.

Improvements to be constructed on lot ____________, block__________, subdivision ______________________. If not in platted subdivision attach legal description.

____________________________________
Owner's signature

____________________________________
Address

____________________________________
City, State, Zip

The foregoing was acknowledged before me this _______day of______, 20______, by__________________________who is personally known to me or has produced ___________________as identification and who DID or DID NOT take an oath.

____________________________________
Notary Public

http://flaglercounty.org/forms/building/MechanicsLien.pdf
Florida's Construction Lien Law
Protect Yourself and Your Investment

According to Florida law, those who work on your property or provide materials, and are not paid-in-full, have a right to enforce their claim for payment against your property. This claim is known as a construction lien.

If your contractor fails to pay subcontractors or material suppliers, the people who are owed money may look to your property for payment, even if you have paid your contractor in full.

This means that if a lien is filed against your property, your property could be sold against your will to pay for labor, materials, or other services which your contractor may have failed to pay.

This document provides information regarding Florida Statute 713, Part 1, as it pertains to home construction and remodeling, and provides tips on how you can avoid construction liens on your property.

Protecting Yourself
If you hire a contractor and the improvements cost more than $2,500, you should know the following:

- You may be liable if you pay your contractor and he then fails to pay his suppliers or contractors. There is a way to protect yourself. A Release of Lien is a written statement that removes your property from the threat of lien. Before you make any payment, be sure you receive this waiver from suppliers and subcontractors covering the materials used and work performed on your property.
- Request from the contractor, via certified or registered mail, a list of all subcontractors and suppliers who have a contract with the contractor to provide services or materials to your property.
- If your contract calls for partial payments before the work is completed, get a Partial Release of Lien covering all workers and materials used to that point.
- Before you make the last payment to your contractor, obtain an affidavit from your contractor that specifies all unpaid parties who performed labor, services or provided services or materials to your property. Make sure that your contractor provides you with final releases from these parties before you make the final payment.
- Always file a Notice of Commencement before beginning a home construction or remodeling project. The local authority that issues building permits is required to provide this form. You must record the form with the Clerk of the Circuit Court in the county where the property being improved is located. Also post a certified copy at the job site. (In lieu of a certified copy, you may post an affidavit stating that a Notice of Commencement has been recorded. Attach a copy of the Notice of Commencement to the affidavit.)
- In addition, the building department is prohibited from performing the first inspection if the Notice of Commencement is not also filed with the building department. You can also supply a notarized statement that the Notice has been filed, with a copy attached.

The Notice of Commencement notes the intent to begin improvements, the location of the property, description of the work and the amount of bond (if any). It also identifies the property owner, contractor, surety, lender and other pertinent information. Failure to record a Notice of Commencement or incorrect information on the Notice could contribute to your having to pay twice for the same work or materials.
Notice To Owner
Prior to filing a lien, a lienor who does not have a direct contract with the owner, must serve the owner with a Notice to Owner. The Notice to Owner must state the lienor's name and address, and a description of the real property and the nature of the services or materials being furnished. The Notice to Owner must be served before commencing, or within 45 days of commencing, to furnish the services or materials (but before owner's final payment to the contractor). A lien cannot be enforced unless the lienor has served the Notice to Owner as described above.

Whose Responsibility is it To Get These Releases?
You can stipulate in the agreement with your contractor that he must provide all releases of lien. If it is not a part of the contract, however, or you act as your own contractor, YOU must get the releases.

If you borrow money to pay for the improvements and the lender pays the contractor(s) directly without obtaining releases, the lending institution may be responsible to you for any loss.

What Can Happen If I Don't Get Releases Of Lien?
You will not be able to sell your property unless all outstanding liens are paid. Sometimes a landowner can even be forced to sell his property to satisfy a lien.

Who Can Claim A Lien On My Property?
Contractors, laborers, materials suppliers, subcontractors and professionals such as architects, landscape architects, interior designers, engineers or land surveyors all have the right to file a claim of lien for work or materials. Always require a release of lien from anyone who does work on your home.

Contesting A Lien
A lien is valid for one year, unless a lienor files a lawsuit to enforce the lien prior to the expiration of the year. An owner has a right to file a Notice of Contest of Lien during the one-year period. Upon the filing of a Notice of Contest of Lien, a lienor must file a lawsuit to enforce the lien within 60 days. Failure of the lienor to timely file a lawsuit renders the lien invalid.

THE CONSTRUCTION LIEN LAW IS COMPLEX AND CANNOT BE COVERED COMPLETELY IN THIS DOCUMENT. WE RECOMMEND THAT WHENEVER A SPECIFIC PROBLEM ARISES, YOU CONSULT AN ATTORNEY.

To register a complaint (or learn if complaints have been filed against a prospective contractor), contact the Florida Department of Business and Professional Regulation’s Customer Contact Center at: 850.487.1395 or CallCenter@dbpr.state.fl.us

Or write to: Florida Department of Business and Professional Regulation
1940 North Monroe Street
Tallahassee, Florida 32399-1027

Or visit online at: www.MyFloridaLicense.com

License verification is available 24 hours a day and 7 days a week by calling our Customer Contact Center at 850.487.1395 or going online to www.MyFloridaLicense.com. Search for a Licensee.

You may also contact your local building department or the Better Business Bureau.
Pulling an Owner/Builder Permit is Risky Business!

If you do not intend to do the work yourself and have been asked by someone without a contractor’s license to pull the permit, you are at risk of financial harm.

Section 489.103 (7), Florida Statutes requires that when property owners act as their own contractor, they must supervise the work being performed. Any person working on your building who is not licensed must be employed by you, which means that you must deduct F.I.C.A. and withholding tax and provide workers’ compensation for that employee.

Without workers’ compensation insurance, you could be held liable for injuries incurred on your property. Typically, your homeowners’ insurance policy will not honor your claim if the work being performed required a licensed contractor. You could end up responsible for thousands of dollars of medical bills.

Not only is it dangerous, but it’s against the law.

Section 455.227(1)(J), Florida Statutes prohibits any person from aiding, assisting, procuring, employing or advising any unlicensed person or entity. Individuals who aid unlicensed persons may face fines of up to $5,000.

Is it worth it?

For more information, speak with your local building department before you apply for a permit or contact the Department of Business and Professional Regulation at 850.487.1395 or online at www.MyFloridaLicense.com.
NOTICE OF COMMENCEMENT

State of __________________
County of__________________

The undersigned hereby gives notice that improvement will be made to certain real property, and in accordance with Chapter 713, Florida Statutes, the following information is provided in this Notice of Commencement.

1. Description of property: (legal description of the property, and street address if available)

2. General description of improvement:

3. Owner information:
   a. Name and address:
   b. Interest in property:
   c. Name and address of fee simple titleholder (if other than Owner):

4. Contractor:
   a. Contractor name and address:
   b. Contractor’s phone number:

5. Surety
   a. Surety name and address:
   b. Phone number:
   c. Amount of bond:

6. Lender:
   a. Lender’s name and address:
   b. Lender’s phone number:

7. a. Persons within the State of Florida designated by Owner upon whom notices or other documents may be served as provided by Section 713.13(1)(a)7., Florida Statutes: (name and address).
   b. Phone numbers of designated persons:

8. a. In addition to himself or herself, Owner designates _______________ of _______________ to receive a copy of the Lienor’s Notice as provided in Section 713.13(1)(b), Florida Statutes.
   b. Phone number of person or entity designated by owner:

9. Expiration date of notice of commencement (the expiration date is 1 year from the date of recording unless a different date is specified): _______________________

WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART I, SECTION 713.13, FLORIDA STATUTES, AND CAN 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.

____________________________________________________ _________________________________
(Signature of Owner or Owner’s Authorized Officer/Director/Partner/Manager)  (Signatory’s Title/Office)

The foregoing instrument was acknowledged before me this _____ day of _____, __________, by __________________________
(year)  (name of person)
as __________________________________________ for __________________________________________
(type of authority, . . e.g. officer, trustee, attorney in fact)  (name of party on behalf of whom instrument was executed)

_________________________________ Print, Type, or Stamp
(Signature of Notary Public - State of Florida)
Commissioned Name of Notary Public

Personally Known _____ OR Produced Identification _____
Type of Identification Produced ______________________

Verification pursuant to Section 92.525, Florida Statutes.

Under penalties of perjury, I declare that I have read the foregoing and that the facts stated in it are true to the best of my knowledge and belief.
AFFIDAVIT OF
NOTICE OF COMMENCEMENT FILING

I, ____________________________________________, of
(Owner’s Name)

_____________________________________________
(Street Address)

_____________________________________________
(City, State and Zip)

hereby certify the attached is a copy of the Notice of Commencement
that is being filed with the Clerk of the Circuit Court for the improvement
as noted:

_____________________________________________
(Please specify the improvement/work)

as permitted by Flagler County Building Department.

_____________________________________________
(Owner’s or Contractor’s Signature)  (Date)

State of ________________________
County of _______________________
Sworn and subscribed before me this _____ day of _____________, 20____
who is personally known to me or produced: _____________________________
as identification.

_____________________________________________
(Notary Public Signature)  (Seal)

_____________________________________________
(Printed or Typed Name of Notary)

My Commission Expires: ____________________
FLAGLER COUNTY
BUILDING DEPARTMENT

Air Conditioning Replacement

Job Name:________________________________________________________

Address:________________________________________________________________

Existing Equipment

Package Unit Make / Model #:__________________________________________________
Minimum Circuit Amps: ____________  Max. Over current Protection: ________________
Condenser Make / Model #:____________________________________________________
Minimum Circuit Amps: ____________  Max. Over current Protection: ________________
A.H.U. Make / Model #:_______________________________________________________
Minimum Circuit Amps: ____________  Max. Over current Protection: ________________

New Equipment

Package Unit Make / Model #:__________________________________________________
Minimum Circuit Amps: ____________  Max. Over current Protection: ________________
Show Wire Size: _________________  Type: __________________(T.W. or T.H.W.)
Condenser Make / Model #:____________________________________________________
Minimum Circuit Amps: ____________  Max. Over current Protection: ________________
Show Wire Size: _________________  Type: __________________(T.W. or T.H.W.)
A.H.U. Make / Model #:_______________________________________________________
Minimum Circuit Amps: ____________  Max. Over current Protection: ________________
Show Wire Size: _________________  Type: __________________(T.W. OR. T.H.W.)
(S) E.E.R.: _________________
(1) Size Disconnect Circuit Breaker or Fuse:____________________________________
(2) Disconnect Readily Accessible: _____ Yes _____ No
(3) For **Condenser or A.H.U. replacement only** (partial system): provide verification of energy rating documentation from ARI or another independent testing agency, manufacturers support documentation, or Florida-registered professional engineer verification, as per the laws, rules and codes applicable at the time of permit application.

Signature of Contractor: __________________________________________
Date: __________________________