



## A/C Change Out

### Description

This guideline is used when replacing A/C units and/or performing duct work on a residential property.

To apply, use the “A/C Change Out – Residential” application on the CSS portal.

### Who Can Apply

HVAC Contractor (CAC), Mechanical Contractor (CMC), or Owner/Builder.

### Required Documents – always required

- HVAC Data Sheet

### Conditional Documents – may be required, subject to the details of the parcel and the scope of work

- Notice of Commencement
- FEMA Packet and/or Elevation Certificate
- Duct Layout

### Owner/Builder Documents

- Owner/Builder Affidavit

### Private Provider Documents

- Notice to Building Official of Use of Private Provider

### Review

- Floodplain, if applicable

### Inspections

- Notice of Commencement, if applicable
- HVAC Rough, if applicable
- HVAC Final
- Debris, if using private provider
- Private Provider Compliance Report, if using private provider



## Additional Notes

A new mini-split system requires an additional, separate electrical (miscellaneous) permit.

Private Provider for Plans Review is not permitted for this permit type, as there is no review.