



A/C Change-Out Permit Guidelines – Commercial

Description: Use this permit type for Commercial (including Condos) A/C change out. Change-outs for individual units **over 5 tons** and **duct changes** will be submitted for plans review. For **new Mini-Split systems** a separate Electrical Misc. permit is required to be pulled by an Electrician.

License Requirements: CAC or CMC contractors may apply for this permit.

Documents required at Application:

- **A/C Change Out Application**
 - Online at CSS: select “A/C Change Out – Commercial”
- **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 1st 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: Business name, Unit #, scope of work, type of system (i.e. split system), seer, tonnage and kw and manufacturer

Reviews

- Permit Tech to issue over the counter unless:
 - Individual units over 5 Tons – Fire review
 - Duct Changes – Fire & Mechanical review

Inspections:

- BLD - Notice of Commencement (NOC) **0**
- BLD - HVAC Rough (012) (if duct work is being done) **1**
- BLD - HVAC Final (042) **2**
- Fire – Final (remove if Fire N/A's the review) **2**
- Additional inspections as determined by Plans Examiner, depending on scope of work

Fees:

- A/C Change Out \$ 75.00**
- Surcharge YES

***For multiple units use the following schedule:*

\$79.00 per unit up to 4 units

5 units would be a total of \$380.25

Ex. 1 the fee for 10 units would be \$380.25 x 2 = \$760.50

Ex. 2 the fee for 7 units would be 5 units at \$380.25 plus \$79.00 x 2 =\$158.00 for a total of \$538.25

Expiration:

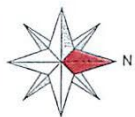
- Six (6) months



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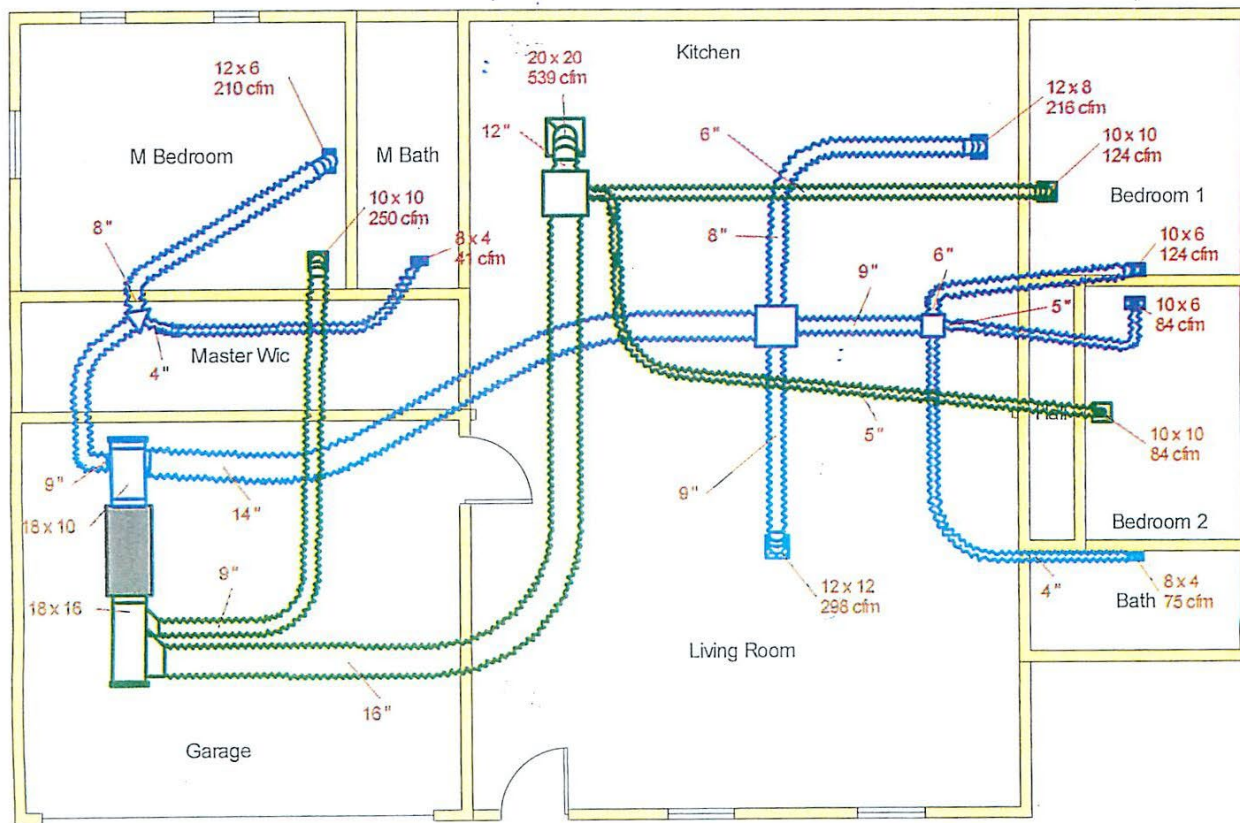
Notes:

- Multiple A/C change outs can be done on a single permit when:
 - All units are within the same building which is owned by one entity
 - All units will be ready for inspection at the same time.
- A/C change outs for individually owned condo units must be done on separate permits



Example Duct Plan

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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