

**Over the Counter Mechanical Permit Affidavit for
A/C Changeouts in Single-Family Residences**

This permit type is limited to an A/C Changeout in Single-Family Residences. Plans examination under certain conditions are not required as stated in Section 107.1 of the Florida Building Code 7th Edition (2020) and Section 19-106 (2) of the Boca Raton Building Regulations. Any deficiencies observed in the field may result in a failed inspection with re-inspection fees assessed.

Job address _____ Contractor license number _____

In addition to this form, the following documents are required at the time of application:

- Permit Application Form
- Contractor Registration or Owner Builder Disclosure Statement
- Certified Copy of Contract – scope of work and amount, including all materials and labor
- Certified Copy of Notice of Commencement (for projects greater than \$15,000)

Applicant attests to the following:

- 1) The permit application is a true representation of the products to be installed in the manner that is indicated within the appropriate section of the A/C Replacement Data Form.
- 2) Applicant understands that changes made after permit issuance are subject to a revision submittal and applicable fees.
- 3) Applicant has read and understands [Memorandum dated, January 1st, 2018](#) that the wind velocity used for single family residence is 170 mph and that all buildings or structures shall be considered Exposure C unless Exposure D applies.
- 4) Applicant understands that complete and legible **A/C Data Replacement Form, AHRI and the Engineered Tie Down Documents, and Roof Top Engineered Stands Documents** for the unit(s) are to be on site for inspection purposes. Failure to provide required documents may result in a failed inspection with re-inspection fees assessed.
- 5) Applicant understands that all required inspections are to be scheduled on A/C Units, to ensure compliance in accordance with the Florida Building Code, in the usual manner either by telephone at 561.393.7914 or online at www.bocaehub.com Inspection requests for the next business day must be scheduled prior to 3:00PM the day before. Failure to do so may result in your inspection scheduled for the 2nd business day.

Contractor Qualifying Agent's Name

Contractor Qualifying Agent's Signature

State of _____ County of _____

Sworn to and subscribed before me this _____ day of _____, 20_____

Notary public (check one) Personally known to me _____ Produced identification _____

Type of identification produced _____

Sign _____ Print _____