



PERMIT SUBMITTAL REQUIREMENTS RESIDENTIAL MECHANICAL

General Scope:

The installation/replacement or major repair of any air conditioning system.

Examples of Types of Work:

- New A/C System
- Condenser Move
- A/C Changeout with Duct Work
- A/C Upgrade to Previously Conditioned Space
- Duct Work Only

Documents Required

****All the documents below must be submitted in an electronic format****

- AHRI Certificate
- Site Plan If moving condenser:
 - Address and Parcel number
 - Street name and location
 - Property lines with dimensions
 - North arrow
 - Location and dimensions of all existing and proposed structures
 - Setbacks from proposed to all property lines and existing structures
 - Depict any wetland present on property when applicable
 - Flood zone identification and demarcation line if a property is in a mixed region
 - Setbacks to any wetland delineation, flood zone delineation, or mean high water line for waterfront properties when applicable.
 - Show easements with dimensions
 - Finished Floor Elevation
- If the Homeowner is submitting:
 - [Owner-Builder Disclosure Statement](#) (requires notarization)
- If the project is over \$15,000
 - [Notice Of Commencement](#) (must be notarized and recorded with [Clerk of Courts](#))
- Construction located in a [special flood hazard area](#) must comply with the requirements of floodplain construction

Common Reasons for Disapproval

- Plans not dimensioned
- Plans are not signed and sealed
- Contractor's information not current in the system
- Application missing complete owner information

Special Conditions requiring additional documentation:

- **Foundation plan, section, and details required.**
- **Location of equipment.** Scope of work includes replacement or installation of equipment such as HVAC, water heater, etc.

Tutorials, Helpful Videos & Reference Links:

Florida Building Code:

<https://floridabuilding.org/c/default.aspx>

Pasco Land Development Code:

https://library.municode.com/fl/pasco_county/codes/land_development_code

Apply for a permit in PascoGateway:

<https://aca-prod.accela.com/pasco/Default.aspx>