

# PERMIT SUBMITTAL REQUIREMENTS

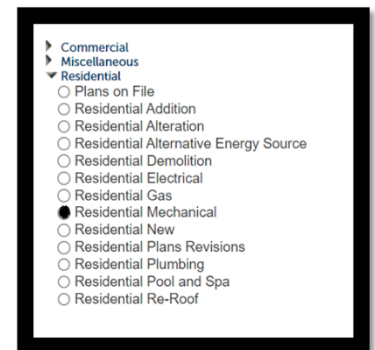
## Residential Air Conditioning Units

### General Scope:

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

### Examples of Types of Work:

Changing out an air conditioning unit.



### Documents Required

- Project Address or Legal Description
- Contractor Information to include Name, Address, and License number
- If the Homeowner is submitting the request:
  - o [Owner- Builder Disclosure Statement](#) (requires notarization)
- If A/C Change Out/Upgrade with or without Ductwork:
  - o AHRI Certificate
- If moving Condenser:
  - o Site Plan Including:
    - o Lot dimensions
    - o Setbacks to the property lines
    - o Elevations and dimensions of all existing and proposed structures
    - o Street location and name and any easements
    - o Utilities
    - o Flood zone demarcation line if property is in a mixed region
- If New /AC installation:
  - o AHRI Certificate
  - o Manual J Calculations (Heat Load Calcs)
  - o Manual S Calculations (Unit Selection Data)
- If the project is over \$15,000
  - o [Notice Of Commencement](#) (must be notarized and recorded with [Clerk of Courts](#))

Special Conditions:

### If the property is in a FEMA “A” OR “V” Zone:

Substantial Improvement Calculations are required OR fill out the Flood Zone Checklist.

[Substantial Improvement Package](#)

[Flood Zone Checklist](#)

## Average Review Time for the month for this work type:

Quick permit-Instant issuance

## Tutorials, Helpful Videos & Reference Links:

### Recording A Document in The Official Record

**PascoGateway Training page:**

<https://www.pascocountyfl.net/938/PascoGateway-Training>

**Documents/Forms/Fees page:**

<https://www.pascocountyfl.net/867/Documents-Forms-Fees-Codes>

**Florida Building Code:**

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

**Pasco Land Development Code:**

[https://library.municode.com/fl/pasco\\_county/codes/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>

**If you need assistance with an Air Conditioning Replacement Permit, please contact BCS Customer Service or via phone (727) 847-8126 and our staff will be happy to assist you.**