



## Martin County Building Department

900 SE Ruhnke Street, Stuart, FL 34994

772-288-5916 Text: 202-937-0892 [www.martin.fl.us](http://www.martin.fl.us)

# Heating-A/C-Refrigeration Residential Changeout Checklist

[Florida Building Code 8th Edition \(2023\)](#)

## 1. Building Permit Application

Complete all information on the [Building Permit Application](#) in the spaces provided. If information requested does not apply to the construction being performed, insert "N/A" for "not applicable". For further information or questions on the completion of the Building Permit Application, contact the Permitting Division at 772-288-5916.

## 2. Owner/Builder Disclosure Statement

**Note: Applicable to Owner/Builders only. This must be signed in the presence of a Building Department staff member.** An [Owner/Builder Disclosure Statement](#) is a legally binding oath required by Florida Statute to be issued a building permit in your name. The Disclosure Statement affirms your certification of compliance with the limitations imposed upon you by [Florida Statute 489.503\(6\)](#) to be exempt from professional licensure requirements as an Owner/Builder. For information, contact the Contractors' Licensing Division at 772-288-5482.

## 3. A/C Change Out Form

The [A/C Change Out Form](#) identifies units being replaced as well as new units, affirms any electrical changes and ensures matched systems. This is the only form required when replacing both condenser and air handler. Please note this form needs to be filled out in its entirety. 8th Edition (2023) FBC/Residential/Building 107.2.1.

## 4. AHRI Form & AC Manufacturer's Specs

**Note: Needed for A/C change out to verify Seer<sup>2</sup>.** These are printed brochures from the manufacturers explaining limitations and installation of their products.

## 5. Duct Plans

When performing duct work, include duct layout, sizes of ducts, and supply and return grilles. 8th Edition (2023) FBC/Building 107.2.1. 8th Edition (2023) FBC/Mechanical 601.5.

## 6. Unit Tie-Down Information

**Note: Not needed for AC change out.** This information allows us to review the proposed tie down to ensure it meets all applicable codes and laws. 8th Edition (2023) FBC/Residential/Building 107.2.1.

## 7. Notice of Commencement

A [Notice of Commencement](#) is needed if cost of construction is \$15,000 and greater.

## 8. Manual "J" Form

West Palm Beach area (dry bulb: summer 91 degrees/winter 45 degrees). Must show equipment size and type. This form is usually prepared, signed and dated by the Architect/Engineer of record or the A/C Contractor. As you might imagine, energy efficiency is an important consideration in a living environment and is strictly governed by the State of Florida in the form of Building Code requirements. These requirements range from prescribing minimum equipment ratings, materials, construction practices, etc., and are specifically governed by Chapters 13 of the Florida Building Code and 11 of the Florida Residential Code governing energy efficiency. These forms are intended to demonstrate compliance with the energy efficiency criteria and the Building Department highly recommends that you seek professional assistance through the services of a qualified Architect, Engineer, or H.V.A.C. Contractor in completing these forms when they are specifically required for your construction project.

## 9. Mandatory Air Distribution System Test

**Note: For new AC systems.** [Mandatory Air Distribution Test](#). 8th Edition (2023) FBC/Energy R403.2.2 Sealing (Mandatory). All ducts, air handlers, filter boxes and building cavities which form the primary air containment passageways for air distribution systems shall be considered ducts or plenum chambers, shall be constructed, and sealed in accordance with Section C403.2.7.2 of the commercial provisions of the code and shall be shown to meet duct tightness criteria. Duct tightness shall be verified by testing to Section 803 of the RESNET Standards. All ducts and air handlers shall be either located within the thermal envelope or tested by an Energy rater certified in accordance with Section 553.970 Florida Statutes to be "substantially leak free".

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