



# Air Conditioning Replacement Permit Application Checklist

## BUILDING DEPARTMENT

Revision Date: 2/5/2026

Form I.D. Number: 032.0

*(Effective January 1, 2026, the Building Department is no longer processing paper submittals. Paper submittals will be accepted and converted into an electronic format ([for a fee](#)) and returned to you.)*

For instructions on how to apply via our online portal, [click here](#).

### Required Permit Applications

- ☐ [Building Permit Application](#) (Mechanical) (Broward County Link)
- ☐ [Building Permit Application](#) (Electrical, if applicable) (Broward County Link)

### Permit Review Stops (Your application will be reviewed by the following disciplines)

- ☐ Mechanical
- ☐ Electrical (if applicable)
- ☐ Fire (if applicable)

### Minimum Plan Submittal Requirements

- ☐ Job value must be listed on permit application (Itemized cost breakdown may be required)
- ☐ Plans (dedicated mechanical plans)
- ☐ [Air Conditioning Replacement Data](#) (Broward County Link)
- ☐ Equipment Tie-down Specifications
- ☐ AHRI Sheet

### Other Requirements & Information

- ☐ [Contractor Registration Requirements](#) (if Contractor not registered with City)
- ☐ [Owner/Builder Affidavit Packet](#) (if Owner/Builder)
- ☐ [Notice of Commencement](#) (if job value over \$15,000, required before 1<sup>st</sup> inspection) (Broward County Link)

Please note that this checklist is not intended to be all-inclusive.  
Due to changes in codes, regulations, and ordinances, other requirements may apply.



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- ☐ [New Energy Efficiency Standards](#) – Effective January 1, 2023
- ☐ [Rooftop Mounted Equipment Affidavit](#) (if applicable) (Broward County Link)

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