



Florida's Warmest Welcome

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City of Pompano Beach
Department of Development Services
Building Inspections Division

Air Conditioner Change Out Checklist

WHEN DO I NEED A PERMIT?

The installation, alteration or major repair of any air conditioning system, whether Commercial or Residential, requires a Mechanical Permit be issued. A permit is not required for the replacement of any part which does not alter its approval or make it unsafe.

REQUIRED PERMIT APPLICATIONS & DOCUMENTS:

- Submit a completed [Broward County Uniform Permit Application \(Mechanical Checked\)](#) from a licensed mechanical contractor.
- 'AHRI Certificate of Product Ratings' page for the A/C equipment being installed.
- A completed [A/C Equipment Change Out form](#), officially called the "Broward County Uniform Data Form for Residential and Light Commercial Air Conditioning Replacements".
- Attachments details for equipment exposed to the outside. This can either be a:
 - a. 'Florida Product Approval' or 'Miami Dade Notice of Acceptance' Tie Down detail
--- OR ---
 - b. Original signed & sealed engineer attachment plans

INSPECTIONS

Mechanical Permit Inspections

1. M FINAL-MECHANICAL
(Inspector verifies the mechanical system is in place and properly connected, and the unit is ready for use. All anchoring systems must be installed per Engineers or Product Approval details.)

EMERGENCY REPAIRS OR EMERGENCY CHANGE OUT

When equipment replacements and repairs must be performed in an emergency situation, a permit application shall be submitted within the next working business day to the Chief Mechanical Inspector. Please notify the Chief Mechanical Inspector via email (Scott.Maxwell@copbfl.com) with the Job address and Contractor performing the work prior to starting.

NOTICE OF COMMENCEMENT

A Notice of Commence is required to be submitted when the contract price is greater than \$7,500.00 for Mechanical change-outs. A recorded copy of the N.O.C. can be submitted with the permit application, or made available on the job site during your first inspection. Visit Broward County's website for more information:

<https://www.broward.org/RecordsTaxesTreasury/Records/Pages/NoticeofCommencement.aspx>

Each project is unique, so additional items may be required depending on the scope of work being done.

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