

## **Town of Windermere HVAC Change Out Permit Application Guidelines**

All permit applications must be complete prior to acceptance. A complete application shall include the following:

- ☐ Permit Application completed, signed, and notarized. Application must include correct address and complete parcel I.D. number.
- ☐ Copy of applicable contractor's license issued by the State of Florida (if the contractor is the applicant).
- ☐ A site specific notarized power of attorney shall be required from the licensed contractor if he/she appoints an employee of his/her company to sign the permit application as the contractor.
- ☐ Certificate of insurance indicating General Liability and Worker's Compensation insurance coverage and naming the Town of Windermere as certificate holder, or a copy of a worker's compensation exemption issued by the State of Florida (must be submitted with each application if contractor is the applicant).
- ☐ Completed and signed Owner Builder Statement / Affidavit (if the owner is the applicant).
- ☐ One (1) copy of proof of the manufacturer and model numbers of the replacement equipment to be installed.
- ☐ One (1) site plan indicating location of exterior unit and pad. Including dimensions of the pad, distance between AC exterior unit and property line, as well as any associated screening.
- ☐ Two (2) copies of a duct layout (including all supply and return ducts) and energy calculations on form 402-2010 for residential and form 502-2010 for commercial. **(if you are replacing the existing ductwork)**

**You will receive a blank Florida Energy Conservation Code Mandatory Duct Inspection Certification for HVAC Change Out form to be completed and signed as applicable and provided to the inspector at the time of final inspection.**

**You will also receive a blank Florida Energy Conservation Code Air Distribution System Test Report to be completed and signed as applicable by a Florida BERS Class 1 Rater and provided to the inspector at the time of final inspection IF using the duct test method of compliance.**

**You will also receive a copy of the equipment sizing summary sheet and proof of the manufacturer and model numbers of the replacement equipment to be installed that you submitted at time of application to remain attached to the permit card for the inspector's use at final inspection.**

*These guidelines were compiled to assist the applicant in preparing a HVAC change out permit application and may not be complete. The applicant is required to meet all Town of Windermere, state, and federal code requirements.*