



## City of Sanford HVAC Permit Application Checklist

**All permit application packages must be complete prior to acceptance. You must check each box to the left or indicate n/a on this submittal. A complete application package shall include the following:**

- Building Permit Application completed, signed and notarized. Application must include correct address and complete parcel I.D. number.
- Copy of a contract, signed by the contractor and the property owner, indicating the documented construction value
- 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 worker's compensation insurance coverage and naming the City of Sanford 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 equipment sizing calculations – for new construction installations:
  - Residential - ACCA Manual J-2003 or other approved heating and cooling calculation methodology.
  - Commercial - ACCA Manual N-2005 or other approved heating and cooling calculation methodology.
- Addition or alteration of duct work, including new construction installations, requires two (2) copies of a floor plan (duct layout) showing the location of the ducts, the size of the ducts and the register sizes.  
\*\*This will require a plan review

*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 City of Sanford, state, and federal code requirements.*