



Martin County, Florida
Building Department
 900 SE Ruhnke Street, Stuart, FL 34994
 772-288-5916 www.martin.fl.us
 Text: 202-937-0892

Heating-A/C-Refrig Residential Changeout Checklist

Florida Building Code 8th Edition (2023)

Please include the following items in the order shown below. If any item is not included identify the item and the reason for its exclusion in the narrative.

A non-refundable plan review fee is due upon submission of your application. Additional fees will be due prior to issuing the permit.

<input type="checkbox"/> 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.	Application
<input type="checkbox"/> Owner/Builder Disclosure Statement	APPLICABLE TO OWNER/BUILDERS ONLY. An Owner/Builder Disclosure Statement is a legally binding oath required by Florida Statute in order 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) in order to be exempt from professional licensure requirements as an Owner/Builder. This must be signed in the presence of a Building Department staff member. For further information, contact the Contractors' Licensing Division at 772-288-5482.	Florida Statute 489.503(6) Owner/Builder Disclosure Statement
<input type="checkbox"/> A/C Change Out Form	This 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.	A/C Change Out Form
<input type="checkbox"/> AHRI FORM & AC MANUFACTURER'S SPECS	NEEDED FOR A/C CHANGE OUT TO VERIFY SEER2. These are printed brochures from the manufacturers explaining limitations and installation of their products.	
<input type="checkbox"/> 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.	
<input type="checkbox"/> Unit Tie Down Information	NOT NEEDED FOR A/C 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.	
<input type="checkbox"/> Notice of Commencement	Needed if cost of construction is \$15,000 and greater.	Notice of Commencement

<input type="checkbox"/> Manual "J" Form	<p>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.</p> <p>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 particular construction project.</p>	
<input type="checkbox"/> Mandatory Air Distribution System Test	<p>NEW A/C SYSTEMS. 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.</p> <p>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".</p>	Mandatory Air Distribution Test

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