



## **A/C Change-Out Permit Instructions**

- The Permit application must be completely filled out signed and notarized
  - One (1) original set of the attached required forms with AHRI's
    - Notice of Commencement if \$15,000 and over in job value
      - Licensing and insurance for the contractor

(State License, Business Tax Receipt, Liability and Workers Comp. and/or Exemption)

(Insurance Certificate must show the Town of Southwest Ranches as the certificate holder)



## Broward County Board of Rules and Appeals

1 N. University Drive Suite, 3500B, Plantation, FL 33324

[broward.org/CodeAppeals](http://broward.org/CodeAppeals) | 954-765-4500 | [rulesboard@broward.org](mailto:rulesboard@broward.org)

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**TO:** Broward County Electrical Inspectors

**FROM:** Chief Electrical Code Compliance Officer

**DATE:** July 2, 2024

**RE:** HVAC System Contractor Limitation Changes

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### **Recommendation**

Due to the recent Florida Statute 489.105 Modification derived from the recently signed Senate Bill 612, it is recommended that an Electrical Inspection be performed when an HVAC System Contractor provides services within the new statute's scope (all line side work). An electrical permit is not required, but an electrical plan review and inspection by an Electrical Inspector must be performed.

### **Reasons**

An electrical inspector is trained to inspect the proper installation of electrical equipment and wiring.

### **Additional Information**

Senate Bill 612 modified the scope of the HVAC system contractor that allows certain contractors to work on the "line side" of the disconnect; this reads as follows:

*"Section 1 amends the definition of "Class A air-conditioning contractor," "Class B air conditioning contractor," and "mechanical contractor" to allow them to replace, disconnect, or reconnect power wiring on the line or load side of the dedicated existing electrical disconnect switch on single-phase electrical systems, and to repair or replace power wiring, disconnects, breakers, or fuses for dedicated HVAC circuits."*

This Statute went into effect on July 1, 2024.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Kenneth Castronovo".

Kenneth Castronovo  
Chief Electrical Code Compliance Officer

**Broward County Uniform Data Form for Residential and Light Commercial Air Conditioning Replacements**

All others, including cooling towers, chillers, refrigeration units, etc., must provide plans.  
Each system requires a form.

Job Name:	
Address:	

Unit #:		City:		FL Zip Code:	
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Fill in the applicable information

Data	Existing Unit (*)		New Unit	
Manufacturer				
Size (Tons) SEER/SEER2/EER **				
Package/Heat Pump Model #				
Condensing Unit Model #				
AHU Model #				
Strip Heat (KW)				
Minimum Circuit Amps	c/u	ahu/pkg	c/u	ahu/pkg
Maximum Overcurrent Protection	c/u	ahu/pkg	c/u	ahu/pkg
Size of Disconnect	c/u	ahu/pkg	c/u	ahu/pkg

(\*) Provide equipment sizing calculation if existing unit data is not available (ACCA Manual N, J, etc.)

(\*\*) Provide AHRI Certificate

Will a new stand, curb, or curb adapter be installed?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Will a duct smoke detector be installed or reconnected?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Is the duct s/d connected to a Fire Alarm Panel?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Will the A/C location be the same?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Is the A/C equipment being replaced because of a flood?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Will electrical "line side" work be needed?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Company Name			
FL State or Co. License #			
Qualifier's Signature			

FOR BUILDING DEPARTMENT USE ONLY

Process or Permit #		Jurisdiction	
Approved by		Date	

**Disclaimer:**

This form does not relieve the applicant from compliance with all applicable sections of the Florida Building Codes.  
Additional local regulations might be applicable, i.e. zoning, flood and fire prevention, etc.