



A/C INSTALL/CHANGE-OUT PERMIT CHECKLIST

Rev: 7 | Revision Date: 3/17/2024 | Print Date: 3/17/2024 | I.D. Number: ACICO

New Installs

Required Permit Applications:

- [Mechanical Permit](#)
- [Electrical Permit](#)

Permit Review Stops:

- Mechanical
- Flood
- Electrical
- Structural (only required for package units mounted on elevated metal frames)

Minimum Plan Submittal

- Plans (dedicated mechanical plans)
- Heat load calculations
- Duct sizing calculations
- Energy calculations
- Tie-down details
 1. Signed/sealed original engineer anchoring details, or NOA documents, or Product approval documents
- Signed contract with total job cost.

Other Requirements

- Condenser must be installed at least 5 feet from the property
- A [Notice of Commencement](#) must be recorded and displayed upon first inspection if the job exceeds \$15,000
- If more than one unit, please identify the location and the total number of units being replaced on the A/C replacement form.



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A/C Change-Out

Required Permit Applications:

- [Mechanical Permit](#)

Permit Review Stops:

- Mechanical
- Flood
- Electrical (if relocating unit)
- Structural (only required for package units mounted on elevated metal frames)

Minimum Plan Submittal

- Plans (dedicated mechanical plans)
- [A/C Data sheet](#)
- Tie-down details
 1. Signed/sealed original engineer anchoring details, or NOA documents, or Product approval documents
- Signed contract with total job cost.

Other Requirements

- Condenser must be installed at least 5 feet from the property
- A [Notice of Commencement](#) must be recorded and displayed upon first inspection if the job exceeds \$15,000 (for a/c repair or replacement only)
- If more than one unit, please identify the location and the total number of units being replaced on the A/C replacement form.

***Please note that this checklist is not intended to be all-inclusive. Due to changes in codes, regulations, and ordinances, other requirements may apply.**