

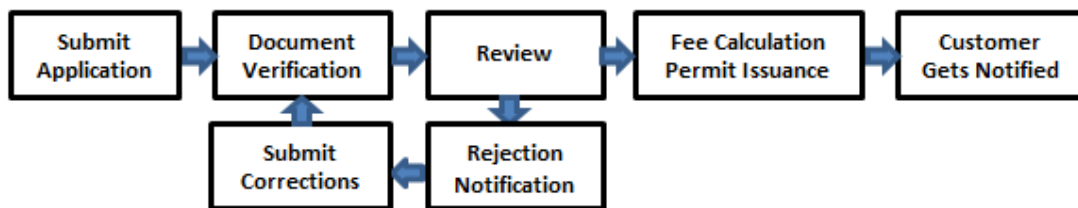


HVAC Permit Application Requirements

Apply online at: <http://permits.ocoee.org>

HVAC Permits are required for replacements, repairs and installation of new systems. The Building Division accepts HVAC Permit Applications in person and/or on line at: <http://permits.ocoee.org>

Workflow Steps: Same day review on same for same replacements.



Permit Fee: Up to and including the first \$1,000: \$30. For each additional \$1,000 or fraction thereof up to \$25,000: \$10. For each additional \$1,000 or fraction thereof over \$25,000: \$6. *State Surcharges will apply and other fees may be applicable.*

- Building Permit Application Form completed signed and notarized Application must include correct address and complete parcel I.D. number.
- Contractor Registration (Active) including current State Contractor License, General Liability and Workers' Compensation. First time contractor applicants may register online at: <http://permits.ocoee.org>
- Limited 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. Must be site specific and notarized.
- Owner Builder Statement Affidavit form, with owner's signature notarized, if property owner is acting as his/her own contractor.
- Notice of Commencement: Required for projects with work valuations over \$7,500. A certified copy, recorded in the Orange County Comptroller's Office, is required prior to the first inspection in accordance with Section 713.13 of the Florida State Statutes.
- No plans are required for a HVAC permits. If conducting roof top attachments, two sets of plans signed and sealed by a design professional licensed in the State of Florida will be required.