

A/C CHANGE OUT CHECKLIST

Any A/C system installed in a commercial application, i.e. mercantile occupancy, business occupancy, storage occupancy, multi-family (3 units or more) etc., will require a Mechanical and Fire Plan review and inspection. Any A/C change out in a multi-family residential dwelling unit that has a capacity of greater than 2000 cfm per the manufacturer specification sheets will require a Fire Plan Review and Fire Inspection for automatic shut down, smoke detector location and all other applicable codes in accordance with NFPA 90A and/or 90B, 2002 ed. The following checklist is designed to help facilitate a fast and accurate review to the minimum codes established in Florida. The contact information requested below is to expedite an approval process if information is missing or further clarification is needed.

Minimum information required at time of permitting:

Applicant Intake

- a) Email address, fax number, phone number. \_\_\_\_\_
- b) The approximate date of construction of building. \_\_\_\_\_
- c) The number of floors of building. \_\_\_\_\_
- d) Which floor is this unit located on. \_\_\_\_\_
- e) The square footage of the unit. \_\_\_\_\_
- f) The average height of the ceiling. \_\_\_\_\_
- g) Will a new line set be installed? Yes  No
- h) What type of protection system will be used to achieve the proper fire rating?  
Floor/ceiling  Fire rated wall
- i) Details provided of the penetration protection. Yes  No
- j) Provide the rated CFM of the equipment per the manufacturer specification sheets as well as tonnages. Provided  Not Provided
- k) Is the location of the A/C unit in a plenum rated closet. Yes  No
- l) Standard information supplied by contractor.  
Provided  Not Provided
- m) Submit three (3) sets of plans. Provided  Not Provided