

APPLICATION REQUIREMENTS - A/C Replacement

PRAR

1&2 Family, Multi-Family and Commercial

Self-Issuing Permit

If all criteria are met, this is a self-issuing permit on the portal. If not, the permit will go through the traditional permitting process. Additional documents may be required.

Criteria for Permit Review:

- Greater than 5 tons (single family)
- Located on the roof of a building
- Adding concrete slab
- Changing size of equipment
- Moving location of equipment
- Any changes to duct work
- Adding a new mini-split
- Work in a trailer or manufactured home
- If owner-builder
- If commercial building
- If multi-family building

General Requirements for Permit Review

All submittal requirements must have documents completed and submitted for review.

- [Application Form](#): Building Permit Application

Greater than 5 tons OR changing size of equipment OR commercial OR multi-family

- **Mechanical Plans**: Information about air conditioning unit
- [Air Conditioning Change-Out Data Sheet](#)

Located on the roof of a building:

- **Mechanical Plans**: Plans showing location of AC unit
- [Air Conditioning Change-Out Data Sheet](#)

Adding concrete slab OR moving location of equipment:

- **Mechanical Plans**: Plans showing proposed location
- [Air Conditioning Change-Out Data Sheet](#)

Any changes to duct work:

- **Mechanical Plans**: Plans showing changes to duct work
- [Air Conditioning Change-Out Data Sheet](#)

Adding a new mini-split:

- **Mechanical Plans**: Plans showing location of proposed unit
- **Energy Calculations**: For new air-conditioned space
- [Air Conditioning Change-Out Data Sheet](#)

Work in a trailer or manufactured home:

- **Mechanical Plans**: Information about air conditioning unit
- **FEMA 50% document**: If job cost exceeds 25% of the value of the manufactured home
- [Air Conditioning Change-Out Data Sheet](#)

If owner-builder:

- [Owner-Builder Affidavit](#): For owners of property, when acting as their own contractor and providing direct, onsite supervision themselves, of all work not performed by licensed contractors. Document must be signed in person and notarized by Collier County Growth Management staff.