



City of Madeira Beach
BUILDING DEPARTMENT
300 Municipal Drive
Madeira Beach, FL 33708
PH: 727-391-9951 ext. 284 - Buildingdept@madeirabeachfl.gov

**MECHANICAL – HVAC EQUAL CHANGE OUT
CHECKLIST**

Permit application submittal must include the following:

- ___ **Permit Application** fully completed, (including Owner's Name, Address and phone number);
- ___ **AHRI** – 2 copies;
- ___ **Notice of Commencement** - Certified and recorded by Pinellas County Clerk of Court for project valued at \$15,000 or more; due before the first called inspection;
- ___ **\$50 Permit Application Fee**, non-refundable, due at time of permit application submittal.

MECHANICAL – HVAC NON-EQUAL CHANGE OUT CHECKLIST

- ___ **Permit Application** fully completed, (including Property Owners name, phone number and email address
- ___ **Duct Drawings** – 2 sets showing ductwork, supply locations and path(s) of return;
- ___ **2020 Florida Product Approvals** For the HVAC stand(s) - 2 sets with the appropriate decimal point circled that is being used, and 2 sets of Manufacturers installation specs. Supply these documents for each product being used;
- ___ **Notice of Commencement** - Certified and recorded by Pinellas County Clerk of Court for project valued at \$15,000 or more; due before the first called inspection;
- ___ **Permit Application Fee**, 25%, non-refundable, due at time of permit application

Please initial each item on this checklist to confirm that it is included with your permit application package. Include this checklist with your permit application submittal.

***Permit applications maybe submitted via email to
buildingdept@madeirabeachfl.gov***

DISCLAIMER: According to Florida Statutes, Chapter 119, it is the policy of this state that all state, county and municipal records are open for personal inspection and copying by any person. Providing access to public records is a duty of each agency. All documents and information not specified in F.S. 119.071 and 119.0713 are subject to public records requests.