



**Marion County
Board of County Commissioners**

Building ♦ Permitting

2710 E. Silver Springs Blvd.
Ocala, FL 34470
Phone: 352-438-2400
Fax: 352-438-2401

Checklist
Heating Ventilation/Air Conditioning Units - HVAC
Documents may be copied; signatures must be original

Office Use

Permit Application	Completed and signed by: Owner - if submitting permit application as Owner/Builder, (Mobile Home Owners must submit a copy of Mobile Home title). Subcontractor - if one is used (name; signature/email required on permit application) Licensed Contractor - if contractor is submitting permit application Note: Signatures must be notarized if project cost is over: \$2,500 for New Installations / \$7,500 for Change-outs (Building Department Service Representatives provide notary services)
Recorded Warranty Deed	If property owner is new or recently changed, provide one (1) copy of a Recorded Warranty Deed. (Recorded deeds may be obtained at the Marion County Clerk of the Courts Office)
Scope of Work (complete on application)	Note if equipment is for a change-out or a new install. State the size and type of equipment that will be changed-out or installed. 1. For all change-outs or new installations; provide required J manual (2 copies). 2. If adding ducts, provide D manual (2 copies). Include whether or not any electrical work will be performed.
HVAC Duct Sealing Inspection Certification	Two copies of the 'Duct Sealing Inspection Certification' form. 1. One copy must be posted to the Air Handler 2. One copy left at the job site for the Inspector to file in the permit record.
Construction Lien Law Affidavit	Signed by the owner of the real property or signed by an assigned member thru articles of incorporation, or contractor, or authorized agent of record
Notice of Commencement (NOC)	Replacement/repair of HVAC systems over \$7,500 requires a certified true copy of a NOC. New installations of HVAC system over 2,500 require a certified true copy of a NOC. The NOC must be signed by the property owner or an assigned member thru articles of incorporation. (www.sunbiz.org) The NOC must be submitted to the Building Department prior to the first inspection .
Owner/Builder Affidavit	Required when an owner is submitting a permit application as Owner/Builder. This affidavit must be signed and notarized. A copy of their drivers license is required if not notarized by a Marion County Employee

I certify that this application includes all of the required items listed above.

I understand this packet will be rejected if any required documents are missing or incomplete.

Print Name of Applicant/Contractor

Signature of Applicant/Contractor

Date

For Office Use Only			
Reviewed By: _____	Date: _____	Accepted: ___	Rejected: ___

Updated: March 2012

"Meeting Needs by Exceeding Expectations"