



# ORANGE CITY

*The Heart of Southwest Volusia*

## MECHANICAL PERMIT

PLEASE PROVIDE THE FOLLOWING:

- Completed building permit application (property owner must sign application or signed contract).
- Copy of contractor's license or on file in repository or Owner/Builder affidavit form (applying as contractor).
- Copy of city and/or county local business tax receipt (if not on file in repository).
- Copy of certificate of worker's compensation or exemption (if not on file in repository).
- Copy of certificate of general liability insurance (if not on file in repository).
- List all subcontractors on permit application, provide permit authorization letters or forms, and submit copies of licenses and insurances (mechanical, electrical, and roofing contractor).
- Proof of ownership (copy of warranty deed or county tax bill).
- Authorization letter signed and notarized by the property owner (if leasing property).
- Applicant must identify what type of equipment will be installed or replaced on the permit application (rooftop units must be installed in accordance with Florida Building Code).
- Two copies of AHRI Data or equivalent.
- Two (2) copies of Florida Energy Code Forms from Florida Building Code (if installing new mechanical unit(s) in a new or existing unconditioned area).
- Two (2) copies of duct layout plans showing size of duct and location for new or replacement installation.
- Electrical and roofing subcontractor shall be noted on the permit application for new installation.
- Copy of the recorded Notice of Commencement (NOC) or affidavit of filing for NOC (if over \$2,500.00 for new installation or \$7,500.00 for existing replacement) or contract (if less than \$2,500.00 for new installation or \$7,500.00 for existing replacement).
- Building permit document or plans review fees paid (if applicable).

**“ALL DOCUMENTS MUST BE SUBMITTED LEGIBLE. FACSIMILE DOCUMENTS MUST HAVE AN ADDRESS OR PERMIT NUMBER ON ALL PAGES WHEN FAXED”**

Note: Should you have questions or require any additional information, please contact the Building Division at (386) 775-5423. Additional documents maybe required upon request by the Building Division.