

**CITY OF HOLLY HILL STANDARD OPERATING PROCEDURES FOR PERMIT ISSUANCE
MECHANICAL**

Completed Permit Application. All relevant information must be provided. This includes, but may not, be limited to, customer/contractor information, flood zone, finished floor elevation, square feet (living, porch, and garage), estimated costs, subcontractors information must be provided on permit application.

☐ Permit Application – signed by the licensed contractor and must be registered with the Building Department.

☐ Owner/Builder Disclosure – this is required when an owner is obtaining a permit- If you apply as an owner/builder, the building must be for your own use and occupancy and may not be for sale or lease. If you sell or lease the building you have built as an owner builder within (1) one year after construction is completed, the law will presume that you have built it for sale or lease, which is a violation of Florida State Statute 489.103 (7).

☐ Warranty Deed - One copy of a recorded warranty deed and/or Property Appraiser verification of owner.

☐ AHRI Certificate

☐ Product Specification – Two (2) copies equipment tie-down specifications. Equipment must be anchored to withstand 140-mph wind in accordance with Section 301-12 of FBCM and Section M1307.3 of FBCR.

☐ Notice of Commencement – a certified copy of the recorded notice of commencement is required for any job \$7500.00 or greater prior to the first inspection - it is not required to submit for the permit.

☐ Completed Roll-Off Dumpster Form

☐ DBPR & Volusia County License Check

NOTE: Make and model numbers are ONLY required for any component (condenser, AHU) in split system that will not be replaced. If entire system is replace, only make and model number for new components are required. For partial replacement of split system, contractor must provide documentation to show that existing and replacement components are matched in accordance to Section 13-407.1ABC.3.1.1 or 13-607.1ABC.3.1.1 of the FBC. Substantiating documentation shall be one of the following: verification of energy rating documentation from ARI (or another independent testing agency); manufacturer's support documentation or verification from Florida licensed engineer.

Fees are subject to the fee schedule which can be obtained through the Building Department.

**CITY OF HOLLY HILL STANDARD OPERATING PROCEDURES FOR INSPECTIONS
MECHANICAL**

- A. Rough Mechanical
- B. Miscellaneous Mechanical
- C. Final Mechanical

Taken in by: _____

Date: _____