



# CITY OF LAUDERHILL

## Air Conditioner Replacement Permit Application and Instructions

1. Complete the City of Lauderhill Building Permit Application. This application must be signed by the Owner and the Contractor. Both signatures must be notarized. **Submit original and 1 copy.**
2. Complete the Air Conditioning Replacement Data Form. **Submit original and 1 Copy.**
3. Provide the AHRI Certificate and the Air Conditioning Replacement Form. Please attach tie-down details from the equipment manufacturer or FL registered engineer. **Submit original and 1 Copy.**
4. Attach a copy of the Contract. **Submit 1 copy.**
5. **If the job value is more than \$7,500.00, you must also submit a certified copy of the Notice of Commencement filed with Broward County.** Instructions for filing this form are attached.

**ALL CONTRACTORS MUST BE REGISTERED WITH THE CITY OF LAUDERHILL. LICENSES, CERTIFICATIONS, LIABILITY INSURANCE AND WORKERS COMP INSURANCE MUST BE CURRENT.**

Applications may be submitted at the City of Lauderhill Business Center located at 5581 West Oakland Park Boulevard, Lauderhill, FL 33313. The Business Center is open **Monday-Thursday** 7:30 A.M. - 6:00 P.M.

If you have any questions concerning this application, please call the Customer Service Division at 954-730-3030.

# BROWARD COUNTY UNIFORM BUILDING PERMIT APPLICATION

Select One Trade:  Building     Electrical     Plumbing     Mechanical     Other \_\_\_\_\_

Application Number: \_\_\_\_\_ Application Date: \_\_\_\_\_

<b>1</b>	Job Address: _____		Unit: _____	City: _____	
	Tax Folio No.: _____	Flood Zn: _____	BFE: _____	Floor Area: _____	Job Value: _____
	Building Use: _____		Construction Type: _____		Occupancy Group: _____
	Present Use: _____		Proposed Used: _____		
	Description of Work:				
	<input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Repair <input type="checkbox"/> Alteration <input type="checkbox"/> Demolition <input type="checkbox"/> Revision <input type="checkbox"/> Other: _____				
Legal Description: _____ <span style="float: right;"><input type="checkbox"/> Attachment</span>					

<b>2</b>	Property Owner: _____	Phone: _____	Email: _____	
	Owner's Address: _____	City: _____	State: _____	Zip: _____

<b>3</b>	Contracting Co.: _____	Phone: _____	Email: _____	
	Company Address: _____	City: _____	State: _____	Zip: _____
	Qualifier's Name: _____	Owner-Builder: <input type="checkbox"/>	License Number: _____	

<b>4</b>	Architect/Engineer's Name: _____	Phone: _____	Email: _____	
	Architect/Engineer's Address: _____	City: _____	State: _____	Zip: _____
	Bonding Company: _____			
	Bonding Company Address: _____	City: _____	State: _____	Zip: _____
	Fee Simple Titleholder's name (if other than owner): _____			
	Fee Simple Titleholder's Address (If other than owner): _____	City: _____	State: _____	Zip: _____
	Mortgage Lender's Name: _____			
	Mortgage Lender's Address: _____	City: _____	State: _____	Zip: _____

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, and AIR CONDITIONERS, etc.

**OWNER'S AFFIDAVIT:** I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

**WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.**

X \_\_\_\_\_  
Signature of Property Owner or Agent

STATE OF FLORIDA  
COUNTY OF BROWARD

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_

\_\_\_\_\_  
(Type / Print Property Owner or Agent Name)

\_\_\_\_\_  
NOTARY'S SIGNATURE as to Owner or Agent's Signature

Notary Name \_\_\_\_\_  
(Print, Type or Stamp Notary's Name)

Personally Known \_\_\_\_\_ or Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_

X \_\_\_\_\_  
Signature of Qualifier

STATE OF FLORIDA  
COUNTY OF BROWARD

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_

\_\_\_\_\_  
(Type / Print Qualifier's Name)

\_\_\_\_\_  
NOTARY'S SIGNATURE as to Qualifier's Signature

Notary Name \_\_\_\_\_  
(Print, Type or Stamp Notary's Name)

Personally Known \_\_\_\_\_ or Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ Permit Officer    Issue Date: \_\_\_\_\_ Code in Effect: \_\_\_\_\_

**A jurisdiction may use a supplemental page requesting additional information and citing other conditions, please inquire.**

Note: If any development work as described in FS 380.04 Sec. 2 a-g is to be performed, a development permit must be obtained prior to the issuance of a building permit.



**Finance Department - Customer Service Division**  
 5581 W. Oakland Park Blvd., Lauderhill, FL 33313  
 Phone: 954-739-0100 Fax: 954-730-3071

**Permit Number:** \_\_\_\_\_

THIS FORM MUST ACCOMPANY ALL AIR CONDITIONING REPLACEMENT PERMIT APPLICATIONS. EACH UNIT CHANGE-OUT MUST BE ON ITS OWN DATA SHEET. MULTIPLE UNITS ON SINGLE SHEETS ARE NOT ACCEPTABLE.

**AIR CONDITIONING REPLACEMENT DATA**

CONTRACTOR: \_\_\_\_\_ DATE: \_\_\_\_\_

JOB ADDRESS: \_\_\_\_\_ APT: \_\_\_\_\_

LOT: \_\_\_\_\_ BLOCK: \_\_\_\_\_ SUBDIVISION: \_\_\_\_\_

UNIT BEING REPLACED	DATA	NEW UNIT
	MANUFACTURER	
	PKG. UNIT MODEL	
	COND. UNIT MODEL	
	AHU/COIL MODEL	
	KW HEAT	
	NOM TONS	
AHU CU PKG	1) M.C.A.	AHU CU PKG
AHU_CU_PKG	2) M.O.P.	AHU CU PKG
AHU_CU_PKG	3) VOLTS	AHU_CU_PKG
PKG UNIT_/_/_		PKG UNIT_/_/_
	EER/SEER	
YE NO	DUCTS	YE NO
YE NO	THERMOSTAT	YES NO
YE NO	SMOKE DETECTOR	YE NO
YE NO	HEAT RECOVERY UNIT	YE NO
YE NO	STAND	YE NO

LADDER REQUIRED FOR INSPECTION?      YE      NO ]

CHANGE DISCONNECTING MEANS?      YE      NO

IS DISCONNECT WITHIN SIGHT OF EQUIPMENT?      YE      NO

SIGNATURE: \_\_\_\_\_

FLORIDA STATE CERTIFICATION/REGISTRATION NO.: \_\_\_\_\_

BROWARD COUNTY CERTIFICATE OF COMPETENCY NO.: \_\_\_\_\_

1) MINIMUM CIRCUIT AMPACITY {WIRE SIZE}: \_\_\_\_\_

2) MAXIMUM OVERCURRENT PROTECTION {FUSE/BREAKER SIZE}: \_\_\_\_\_

3) HOUSE SERVICE SIZE: \_\_\_\_\_

4) SIZE DISCONNECTING MEANS: \_\_\_\_\_

**INSTRUCTIONS FOR COMPLETION AND RECORDING  
OF NOTICE OF COMMENCEMENT**

1. Complete the Notice of Commencement Form.
  - All information must be typewritten or legibly printed.
  - Lines 1, 2, 3, and 4 must always be filled in. Items 5 through 9 are completed as applicable. For lengthy legal descriptions, attach a separate page and indicate on the form that the legal description is attached.
  - If line 5 applies, a copy of the Payment Bond must be attached to the instrument when it is recorded.
  - Be sure to read the Warning to Owner. The owner (of the property) must sign on the Notice of Commencement, or the Owner's Authorized Officer/Director/Partner/Manager.
2. The owner or person who signed must appear with the completed form before a Notary Public, who must complete the acknowledgment portion of the form and affix his or her seal. You can get the form notarized at the offices of the Broward County Records, Taxes and Treasury Division. The owner must appear in person, and present official photo ID, such as a current driver's license or other current government-issued photo identification, to the Notary. The fee is \$10 per acknowledgment.
3. To calculate recording fees due, count the total number of pages in the document. The fee is \$10 for the first page and \$8.50 for each additional page of the same document. If you require a certified copy to post on the job site, include an additional \$1 for each page of the document and \$2 for certification of each document. If you are unsure of the fees and wish to record your document in person, wait until you get to the recording office to complete your check. If you need the certified copy right away, you should go in person to the recording office. If you mail in your Notice of Commencement, please include a self-addressed, stamped envelope for the return of your recorded documents.
4. Make checks payable to "Board of County Commissioners."
5. To obtain a Notice of Commencement:

Broward County Records, Taxes and Treasury Division  
Broward County Governmental Center Room 114  
115 S. Andrews Ave.  
Fort Lauderdale, FL 33301  
Regular hours are Monday to Friday from 8:30AM to 5PM (excluding Broward County holidays)

Or mail to:

Broward County Records, Taxes and Treasury Division  
ATTN: Recording Section  
Broward County Governmental Center Room 114  
115 S. Andrews Ave.  
Fort Lauderdale, FL 33301

6. Deliver to a secure drop-box located in the lobby at our Fort Lauderdale location Monday to Friday from 8:00AM to 5:30PM (excluding Broward County holidays)



**NOTICE OF COMMENCEMENT**

The undersigned hereby given notice that improvement will be made to certain real property, and in accordance with Chapter 713, Florida Statutes the following information is provided in the Notice of Commencement.

PERMIT NUMBER: \_\_\_\_\_

1. DESCRIPTION OF PROPERTY (Legal description & street address, if available) TAX FOLIO NO. \_\_\_\_\_

SUBDIVISION \_\_\_\_\_ BLOCK \_\_\_\_\_ TRACT \_\_\_\_\_ LOT \_\_\_\_\_ BLDG \_\_\_\_\_ UNIT \_\_\_\_\_

2. GENERAL DESCRIPTION OF IMPROVEMENT:

3. OWNER INFORMATION: a. Name \_\_\_\_\_

b. Address \_\_\_\_\_ c. Interest in property \_\_\_\_\_

Name and address of fee simple titleholder (if other than Owner) \_\_\_\_\_

4. CONTRACTOR'S NAME, ADDRESS AND PHONE NUMBER:

5. SURETY'S NAME, ADDRESS AND PHONE NUMBER AND BOND AMOUNT:

6. LENDER'S NAME, ADDRESS AND PHONE NUMBER:

7. Persons within the State of Florida designated by Owner upon whom notices or other documents may be served as provided by Section 713.13 (1) (a) 7, Florida Statutes:  
NAME, ADDRESS AND PHONE NUMBER:

8. In addition to himself or herself, Owner designates the following to receive a copy of the Lienor's Notice as provided in Section 713.13 (1) (b), Florida Statutes:  
NAME, ADDRESS AND PHONE NUMBER:

9. Expiration date of notice of commencement (the expiration date is 1 year from the date of recording unless a different date is specified) :

WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART I, SECTION 713.13, FLORIDA STATUTES, AND CAN RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

Signature of Owner or  
Owner's Authorized Officer/Director/Partner/Manager

Print Name and Provide Signatory's Title/Office

State of Florida  
County of Broward

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
by \_\_\_\_\_, who is personally known \_\_\_\_\_ or produced the following type of identification: \_\_\_\_\_

Notary

(Signature of Notary Public)

Under Penalties of perjury, I declare that I have read the foregoing and that the facts in it are true to the best of my knowledge and belief (Section 92.525, Florida Statutes).



Re: Building Permits

To Whom It May Concern:

Please be advised that you are responsible to know and follow any deed restrictions or covenants that are imposed by Homeowner Associations, Condominium Associations or any other person or legal entity. If your property is deed restricted, it is your responsibility to know and follow the rules or restrictions.

You proceed at your own risk if you perform construction or other improvements on your property that violate deed restrictions and covenants. By issuing a building permit, the City of Lauderhill does not assume any liability to you or your Association.

A handwritten signature in blue ink that reads "Rouse".

Randy Youse  
Chief Building Official  
City of Lauderhill