

# **AIR-CONDITIONING PACKET**

## **REPLACEMENT OF MECHANICAL EQUIPMENT**

### **Includes:**

- 1. HVAC Efficiency Form**
- 2. Building Permit**
- 3. List of Common Correction Notice Violations**

**Revised May, 2018**

**Town of Manalapan Building Department  
Florida HVAC Efficiency Form**

Permit #: \_\_\_\_\_ Work site: \_\_\_\_\_ Date: \_\_\_\_\_  
Name of Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address of Contractor: \_\_\_\_\_

The following information is required for replacement of air-conditioning equipment and must be available for the inspector at the time of inspection. One copy is to be on the job site during inspection and one copy is to be filed with the Town of Manalapan Building Department.

**AIR CONDITIONING SYSTEM**

SEER: \_\_\_\_\_ OR EER: \_\_\_\_\_

DOE-covered products are central, air-source, one-phase systems having capacities under 65,000 BTUH

---

**REPLACEMENT SYSTEM COMPONENTS**

Manufacturer: _____ Air Handler Model #: _____ Voltage: _____ Heat Strip: _____ KVA/KW Min. Circuit Ampacity: _____ HACR Breaker/Fuse size: _____ Min. _____ Max. _____ Wire Size: _____ (A.W.G.)	Condenser Model #: _____ Voltage: _____ Size: _____ tons Min. Circuit Ampacity: _____ HACR Breaker/Fuse size: _____ Min. _____ Max. _____ Wire Size: _____ (A.W.G.)
--	---

Required if the Air Handler can be equipped with more than one Evaporator Coil  
Evaporator Coil Unit Model Number \_\_\_\_\_

---

**EXISTING SYSTEM COMPONENTS**

Required if the Air Handler can be equipped with more than one Evaporator Coil  
Evaporator Coil Unit Model Number \_\_\_\_\_

Manufacturer: _____ Air Handler Model #: _____ Voltage: _____ Heat Strip: _____ KVA/KW Min. Circuit Ampacity: _____ HACR Breaker/Fuse size: _____ Min. _____ Max. _____ Wire Size: _____ (A.W.G.)	Condenser Model #: _____ Voltage: _____ Size: _____ tons Min. Circuit Ampacity: _____ HACR Breaker/Fuse size: _____ Min. _____ Max. _____ Wire Size: _____ (A.W.G.)
--	---

---

**CERTIFICATION**

I certify that the information entered on this form accurately represents the system(s) to be installed.

Signature of Contractor \_\_\_\_\_ Date: \_\_\_\_\_



# TOWN OF MANALAPAN

## Building Permit

DATE RECEIVED: \_\_\_\_\_

PERMIT NO. \_\_\_\_\_ DATE \_\_\_\_\_ EXPIRATION \_\_\_\_\_  
 JOB ADDRESS: \_\_\_\_\_ DISTRICT \_\_\_\_\_ PROPERTY NO \_\_\_\_\_  
 OWNER/TITLE HOLDER'S NAME \_\_\_\_\_ Phone/Cell \_\_\_\_\_  
 Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
 CONTRACTOR \_\_\_\_\_ Phone/Cell \_\_\_\_\_  
 Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
 SUB-CONTRACTOR \_\_\_\_\_ Phone/Cell \_\_\_\_\_  
 Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
 GENERAL DESCRIPTION OF WORK: \_\_\_\_\_

ARCOM APPROVAL \_\_\_\_\_ ZONING APPROVAL \_\_\_\_\_ FLOOD ZONE \_\_\_\_\_ FLOOD ELEVATION \_\_\_\_\_  
 Square feet of Enclosed Portion of Bldgs. \_\_\_\_\_ of Garages, Porches/Patios \_\_\_\_\_  
 Estimated Cost of Project: \$ \_\_\_\_\_ Fee: \$ \_\_\_\_\_

*Attach copy of contract/proposal with permit*  
**2.5 % BIF/DCA Building Permit Surcharge on Permit Fee (Minimum \$4.00)** \$ \_\_\_\_\_

Check No. \_\_\_\_\_ Date Paid \_\_\_\_\_ Total Permit Fee: \$ \_\_\_\_\_  
 STATE CERT. OR REG. NO. \_\_\_\_\_ NOC: Y/N WORKMEN'S COMP EXP. \_\_\_\_\_

This permit is hereby granted to do the work and installation as indicated on plans and specifications herewith submitted. In consideration of the granting of this permit, the undersigned (owner and/or builder) agree no work or installation has commenced prior to issuance of this permit and to construct this building/project in full compliance with the state building codes, ordinances and regulations of Manalapan and all provisions of the laws of the State of Florida, whether herein specified or not. I understand that a separate permit must be secured for electrical, plumbing, signs, pools, gas, heating and air conditioning. A copy of this permit together with one copy of approved plans and specifications must be kept at building/project site during progress of work. **Town Officials & Police Officers are hereby granted access to the construction site at any time for inspection and security purposes.** I certify that all the foregoing information is accurate. It is the responsibility of the permit holder to be in compliance with Manalapan Code Section: 50.23, Septic Tanks required. **Warning to Owner: "YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT."**

State of Florida, County of Palm Beach  
 Sworn or Affirmed and Signed in my presence  
 This \_\_\_\_ day of \_\_\_\_ 20\_\_\_\_

Notary Signature

Owner or Authorized Agent/Contractor signature  
 Print Name/Identification \_\_\_\_\_

State of Florida, County of Palm Beach  
 Sworn or Affirmed and Signed in my presence  
 This \_\_\_\_ day of \_\_\_\_ 20\_\_\_\_

Notary Signature

Contractor Signature  
 Print Name/Identification \_\_\_\_\_

Permission is hereby granted for construction in accordance with above application and in compliance with the state building codes and all applicable ordinances of the Town of Manalapan and subject to policies of the Building Department in accordance therewith. **Permits may be required by other licensing agencies.**

BUILDING OFFICIAL

Date Approved

Rev. 05/18

**24 HOUR NOTICE FOR INSPECTIONS - CALL (561) 585-9477**  
**WORK HOURS 8:00A.M. TO 6:30 P.M. MON.-SAT.**

Town of Manalapan

Building Department

***Air-Conditioning Common Correction Notice Violations***

1. No permit posted / no access to site.
2. No access to air handler.
3. Name plate ratings do not match (breaker fuse sizes).
4. Equipment does not match equipment on permit.
5. Disconnect in disrepair or damaged.
6. Condenser not properly anchored.
7. Line set chase not properly sealed at bottom.
8. Insulation not UV protected.
9. Air handler unit not marked for heat.
10. No ladder or not set up properly.