



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, Florida. 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 Department at 954-730-3030.

BROWARD COUNTY UNIFORM BUILDING PERMIT APPLICATION

Select One Trade: Building Electrical Plumbing Mechanical Other _____

Application Number: _____

Application Date: _____

1	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: _____					<input type="checkbox"/> Attachment

2	Property Owner: _____		Phone: _____	Email: _____	
	Owner's Address: _____		City: _____	State: _____	Zip: _____

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

4	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	
YES <input type="checkbox"/> NO <input type="checkbox"/>	DUCTS	YES <input type="checkbox"/> NO <input type="checkbox"/>
YES <input type="checkbox"/> NO <input type="checkbox"/>	THERMOSTAT	YES <input type="checkbox"/> NO <input type="checkbox"/>
YES <input type="checkbox"/> NO <input type="checkbox"/>	SMOKE DETECTOR	YES <input type="checkbox"/> NO <input type="checkbox"/>
YES <input type="checkbox"/> NO <input type="checkbox"/>	HEAT RECOVERY UNIT	YES <input type="checkbox"/> NO <input type="checkbox"/>
YES <input type="checkbox"/> NO <input type="checkbox"/>	STAND	YES <input type="checkbox"/> NO <input type="checkbox"/>

LADDER REQUIRED FOR INSPECTION? YES NO

CHANGE DISCONNECTING MEANS? YES NO

IS DISCONNECT WITHIN SIGHT OF EQUIPMENT? YES 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 and 3 must always be filled in. Items 4 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 in two places on the Notice of Commencement, or the Owner's Authorized Officer/Director/Partner/Manager.
 - The owner or the person who signed must also sign under the Verification Pursuant to Section 92.525 of the Florida Statutes, indicating that they have read the foregoing instrument and declare that the facts stated in it are true. At the bottom of the form please type or print the name and address of the party to whom the recorded Notice is to be returned.
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 acknowledgement.
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. Electronically record the documents within minutes at:

Governmental Center West
1 N. University Drive
Plantation, FL 33324

Notice of Commencement Services are available Monday through Friday from 8AM to 1PM and 2 to 4PM.

Or mail to:

Broward County Records, Taxes and Treasury Division
ATTN: Recording Section
P.O. Box 14668
Fort Lauderdale, FL 33302

Or deliver in person to either our Fort Lauderdale or Plantation location:

6. Broward County Records, Taxes and Treasury Division
Broward County Governmental Center Room 114
115 S. Andrews Ave.
Fort Lauderdale, FL 33301
Open Monday through Friday, 7:30 a.m. to 5:00 p.m.

AFTER RECORDING – RETURN TO: City of Lauderhill
Building Department
5581 W. Oakland Park Blvd.
Lauderhill, FL 33313

PERMIT NUMBER:

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.

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 _____

d. 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): _____, 20____

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 this _____ day of _____, 20_____

By _____, as _____
(name of person) (type of authority, ...e.g. officer, trustee, attorney in fact)

For _____
(name of party on behalf of whom instrument was executed)

_____ 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).

Signature(s) of Owner(s) or Owner(s)' Authorized Officer/ Director / Partner/Manager who signed above:

By _____ By _____

MAYOR
Richard J. Kaplan, Esq.

VICE MAYOR
Howard Berger

COMMISSIONERS
M. Margaret Bates
Hayward J. Benson, Jr., Ed.D.
Ken Thurston

CITY OF LAUDERHILL



CITY MANAGER
Charles Faranda, CM
Desorae Giles-Smith, DCM
Kennie Hobbs, Jr., ACM

CITY ATTORNEY
Earl Hall, Esq.

CITY CLERK
Andrea M. Anderson

FINANCE
Building Division

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 'Ryouse'.

Randy Youse
Chief Building Official
City of Lauderhill