Owner/Builder and Contractor(s) A/C Change Out Permit Application and Instructions

- ❑ Broward County Uniform Building Permit Application *(filled out and notarized)* *Broward County Uniform Building Permit Application*
- ❑ Documented proof of cost, including all labor and materials *(signed contract or invoices)*
- ❑ Owner Builder Affidavit – if homeowner is acting as contractor *(owner must provide proof of residency at job address and affidavit must be notarized)*
- ❑ Notice of commencement *(if job value is $15,000 or greater)*
- ❑ A/C Change out form (*Broward County Uniform Data Form for Residential & Commercial Air Conditioning Replacements)*
- ❑ An AHRI Certificate
- ❑ Equipment Tie Down Details (***MUST** be signed, sealed and current)*

All contractors must registered with the City of Lauderhill.
Licenses, Certifications, Business Tax Receipt, Liability Insurance and Workers Compensation Insurance must be current.

email: building@lauderhill-fl.gov	**In-Person Submittal Required *Two* (2) Sets of Plans for *Building* Permit

City of Lauderhill Development Services
3300 Inverrary Boulevard, Lauderhill, FL 33319
(954)730-3060
www.lauderhill-fl.gov

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 Statues, 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 Development Services
Building Department
3300 Inverrary Boulevard
Lauderhill, FL 33319

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 Statues 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 _____

Broward County Board of Rules and Appeals

1 N. University Drive Suite, 3500B, Plantation, FL 33324

broward.org/CodeAppeals | 954-765-4500 | rulesboard@broward.org

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TO: Broward County Electrical Inspectors

FROM: Chief Electrical Code Compliance Officer

DATE: July 2, 2024

RE: HVAC System Contractor Limitation Changes

Recommendation

Due to the recent Florida Statute 489.105 Modification derived from the recently signed Senate Bill 612, it is recommended that an Electrical Inspection be performed when an HVAC System Contractor provides services within the new statute's scope (all line side work). An electrical permit is not required, but an electrical plan review and inspection by an Electrical Inspector must be performed.

Reasons

An electrical inspector is trained to inspect the proper installation of electrical equipment and wiring.

Additional Information

Senate Bill 612 modified the scope of the HVAC system contractor that allows certain contractors to work on the "line side" of the disconnect; this reads as follows:

> *"Section 1 amends the definition of "Class A air-conditioning contractor," "Class B air conditioning contractor," and "mechanical contractor" to allow them to replace, disconnect, or reconnect power wiring on the line or load side of the dedicated existing electrical disconnect switch on single-phase electrical systems, and to repair or replace power wiring, disconnects, breakers, or fuses for dedicated HVAC circuits."*

This Statute went into effect on July 1, 2024.

Respectfully Submitted,

Kenneth Castronovo

Kenneth Castronovo
Chief Electrical Code Compliance Officer

Broward County Uniform Data Form for Residential and Light Commercial Air Conditioning Replacements

All others, including cooling towers, chillers, refrigeration units, etc., must provide plans.
Each system requires a form.

Job Name:	
Address:	

Unit #:		City:		FL Zip Code:	

Fill in the applicable information

Data	Existing Unit (*)		New Unit	
Manufacturer				
Size (Tons) SEER/SEER2/EER **				
Package/Heat Pump Model #				
Condensing Unit Model #				
AHU Model #				
Strip Heat (KW)				
Minimum Circuit Amps	c/u	ahu/pkg	c/u	ahu/pkg
Maximum Overcurrent Protection	c/u	ahu/pkg	c/u	ahu/pkg
Size of Disconnect	c/u	ahu/pkg	c/u	ahu/pkg

(*) Provide equipment sizing calculation if existing unit data is not available (ACCA Manual N, J, etc.)
(**) Provide AHRI Certificate

Will a new stand, curb, or curb adapter be installed?	☐	Yes	☐	No
Will a duct smoke detector be installed or reconnected?	☐	Yes	☐	No
Is the duct s/d connected to a Fire Alarm Panel?	☐	Yes	☐	No
Will the A/C location be the same?	☐	Yes	☐	No
Is the A/C equipment being replaced because of a flood?	☐	Yes	☐	No
Will electrical "line side" work be needed?	☐	Yes	☐	No

Company Name	
FL State or Co. License #	
Qualifier's Signature	

FOR BUILDING DEPARTMENT USE ONLY

Process or Permit #		Jurisdiction	
Approved by		Date	

Disclaimer:
This form does not relieve the applicant from compliance with all applicable sections of the Florida Building Codes.
Additional local regulations might be applicable, i.e. zoning, flood and fire prevention, etc.

City of Lauderhill
Development Services Department / Building Division
3300 Inverrary Blvd., Lauderhill, FL 33319
Phone: 954.730.3060
Email: building@lauderhill-fl.gov

OWNER/BUILDER STATEMENT AFFIDAVIT

OWNER NAME: _____

SUBDIVISION: _____ **LOT:** _____ **BLOCK:** _____

STREET ADDRESS: _____
Very Important: Proof of ownership is required in the form of a deed or homestead exemption and a Florida ID

I am applying for a Building Permit pursuant to the Owner/Builder exemption set forth in Florida Statute 489.103. Florida law requires that I attest to the following statements.

BY SIGNING THIS STATEMENT, I ATTEST THAT: (Initial to the left of each statement)

- ❑ I understand that state law requires construction to be done by a licensed contractor and have applied for an owner/builder permit under an exemption from the law. The exemption specifies that I, as the owner of the property listed, may act as my own contractor with certain restrictions even though I do not have a license.

- ❑ I understand that building permits are not required to be signed by a property owner unless he or she is responsible for the construction and is not hiring a licensed contractor to assume responsibility.

- ❑ I understand that, as an owner/builder, I am the responsible party of record on this permit. I understand that I may protect myself from potential financial risk by hiring a licensed contractor and having the permit filed in his or her name instead of my own name. I also understand that a contractor is required by law to be licensed in Florida and to list his or her license numbers on all permit and contracts.

- ❑ I understand that I may build or improve a one-family or two-family residence or a farm outbuilding. I may also build or improve a commercial building if the costs do not exceed $75,000. The building or residence must be for my own use or occupancy. It may not be built or substantially improved for sale or lease. If a building or residence that I have built or substantially improved myself is sold or leased within 1 year after the construction is complete, the law will presume that I built or substantially improved it for sale or lease, which violates this exemption. Florida State Statute 489.103(7), 489.503(6)

- ❑ I understand that, as the owner/builder, I must provide direct, onsite supervision of the construction.

- ❑ I understand that I may not hire an unlicensed individual person to act as my contractor or to supervise persons working on my building or residence. It is my responsibility to ensure that the persons whom I employ have the licenses required by law and by county ordinance.

- ❑ I understand that it is a frequent practice of unlicensed persons to have the property owner obtain an owner/builder permit that erroneously implies that the property owner is providing his or her own labor and materials. I, as an owner/builder, may be held liable and subjected to serious financial risk for any injuries sustained by an unlicensed person or his or her employees while working on my property. My homeowner's insurance may not provide coverage for those injuries. I am willfully acting as an owner/builder and am aware of the limits of my insurance coverage for injuries to workers on my property.

- ❑ I understand that I may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done. Any person working on my building who is not licensed must work under my direct supervision and must be employed by me, which means that I must comply with laws requiring the withholding of federal income tax and social security contributions under the Federal Insurance Contributions Act (FICA) and must provide workers' compensation for the employee. I understand that my failure to follow these laws may subject me to serious financial risk.

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OWNER/BUILDER STATEMENT AFFIDAVIT

- ❑ I agree that, as the party legally and financially responsible for this proposed construction activity, 1 will abide by all applicable laws and requirements that govern owner/builders as well as employers. I also understand that the construction must comply with all applicable laws, ordinances, building codes and zoning regulations.

- ❑ I am aware of construction practices and I have access to the Florida Building Code.

- ❑ I understand that I may obtain more information regarding my obligations as an employer from the Internal Revenue Service, the United States Small Business Administration, the Florida Department of Financial Services, and the Florida Department of Revenue. I also understand that I may contact the Florida Construction Industry Licensing Board at 1-850-487-1395 or at http://www.myfloridalicense.com/dbpr/pro/cilb/index.html for more information about licensed contractors.

- ❑ I am aware of, and consent to, an owner/builder building permit applied for in my name and understand that I am the party legally and financially responsible for the proposed construction activity at the address listed below.

- ❑ I agree to notify the building department immediately of any additions, deletions, or changes to any of the information that I have provided on this disclosure or in the permit application package.

- ❑ Licensed contractors are regulated by laws designed to protect the public. If you contract with a person who does not have a license, the Construction Industry Licensing Board, the Department of Business and Professional Regulation and the building department may be unable to assist you with any financial loss that you sustain as a result of a complaint. Your only remedy against an unlicensed contractor may be in civil court. It is also important for you to understand that if an unlicensed contractor or employee of an individual or firm is injured while working on your property, you may be held liable for damages. If you obtain an owner-builder permit and wish to hire a licensed contractor, you will be responsible for verifying whether the contractor is properly licensed and the status of the contractor's workers' compensation coverage.

Select Permit type by checking an option below:

- ❑ Building
- ❑ Roofing / Reroofing
- ❑ Electrical
- ❑ Plumbing
- ❑ Air Conditioning
- ❑ Other_____

[REST OF THE PAGE INTENTIONALLY BLANK – SIGNATURES ON NEXT PAGE]

City of Lauderhill
Development Services Department / Building Division
3300 Inverrary Blvd., Lauderhill, FL 33319
Phone: 954.730.3060
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OWNER/BUILDER STATEMENT AFFIDAVIT

I, _____, do hereby state that I am qualified and capable of performing the requested

Type/Print Owner's Name

construction involved with the permit application filed and agree to the conditions specified above.

_____

Signature of Owner-Builder

STATE OF FLORIDA-COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐ online notarization, this _____ day of

_____ month, 20____, by _____.

Name of person making statement

Commission Stamp of Notary Public: _____

Signature of Notary Public – State of Florida

Personally Know ☐ or Produced Identification ☐

Type of Identification Produced: _____

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.

Randy Youse
Chief Building Official
City of Lauderhill

SECURE THIS JOB

DURING A HURRICANE WATCH
& BEFORE THE ONSET OF HURRICANE VELOCITY WINDS
YOU ARE REQUIRED TO SECURE THIS JOB

IN ACCORDANCE WITH THE BOARD COUNTY ADMINISTRATIVE PROVISIONS
OF THE FLORIDA BUILDING CODE SECTION 110.13

All loose objects
in exposed outdoor locations
shall be lashed to rigid construction
or shall be stored in buildings.

Florida Building Code Broward County Administrative Provisions
Section 110.13.2

NOTICES ISSUED BY THE NATIONAL WEATHER SERVICE OF A HURRICANE WATCH ARE DEEMED SUFFICIENT NOTICE TO THE OWNER OF REAL PROPERTY UPON WHICH CONSTRUCTION IS OCCURRING, OR ANY CONTRACTOR RESPONSIBLE FOR SAID CONSTRUCTION, TO SECURE LOOSE CONSTRUCTION DEBRIS AND LOOSE CONSTRUCTION MATERIALS AGAINST EFFECTS OF HURRICANE FORCE WINDS.

THIS INCLUDES BUT IS NOT LIMITED TO:

110.13.2.1 Road Right-of-Way shall remain clear of construction waste and trash

110.13.2.2 Construction Waste and Trash Contained	110.13.2.3 Construction Materials; Loose Construction Debris; Roofing Tile & Materials; Temporary Electric Service Poles; Temporary Toilets and Temporary Construction Trailer

AND PROTECT ALL **GLASS AREAS**