



TOWN OF CUTLER BAY  
Department of Community Development  
Building Division  
(305) 234-4193

## AIR CONDITIONING REPLACEMENT PERMIT CHECKLIST

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- Permit Application**
- Owner-Builder Affidavit (if applicable)**
- Air Conditioner Replacement Sheet**
- Air-Conditioning, Heating, and Refrigeration Institute (AHRI)  
Certification (2 copies)**
- Tie-Down Details (2 copies)**



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Permit No: _____
Address: _____

## OWNER-BUILDER DISCLOSURE STATEMENT

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You are applying for a building permit as an owner-builder. You should be advised of the following provisions and requirements that apply to owner-builders.

Proof of Ownership: Prior to a building permit being issued to you, you must submit proof of ownership of the land concerned in the application in the form of a recorded deed, showing you own the property, or a copy of mortgage or warranty deed of the land, or a Miami-Dade County tax receipt statement to contain legal description of property and indicate property is in your name. Legal description and name on document of proof must correspond to the name and legal description on the application.

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**Property Information: (If the property is unaddressed, address must be assigned prior to permitting.)**

Property Address: \_\_\_\_\_

Folio No.: \_\_\_\_\_

**Property Owner Information:**

Property Owner Name: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

Property Owner Email: \_\_\_\_\_

Property Owner Telephone Number: \_\_\_\_\_

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**Owner's Certification:**

Furthermore, as an owner-builder, I hereby certify and state:

1. I understand that state law and County code requires construction to be done by a licensed contractor and have applied for an owner-builder permit under an exemption from the laws. 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.
2. I understand that building permits are 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.
3. I understand that, as an owner-builder, I am the responsible party of record on a 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 by the state of Florida or Miami-Dade County and to list his or her license numbers on permits and contracts.
4. I understand that I may build or improve a one-family or two-family residence or a farm outbuilding. I may also build a one-story building or addition of not more than 500 square feet for commercial use or perform maintenance or repairs not to exceed \$5,000 on any building I own or lease. The building or residence must be for my own use or occupancy. It may not be built or substantially improved for sale or lease, unless I am completing the requirements of a building permit where the contractor listed on the permit substantially completed the project. If a building or residence that I have built or substantially improved myself is sold or leased within 24-months of permit issuances, the law will presume that I built or substantially improved it for sale or lease, which violates the exemption, and I will be subject to further enforcement action.
5. I understand that, as the owner-builder, I must provide direct, onsite supervision of the construction.
6. I understand that I may not hire an unlicensed 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 or municipal ordinance. Anyone contracting, including labor, with me, verbally or in writing, who are not properly licensed may be subject to a fine of \$500 and or imprisonment for six months.

Permit No: \_\_\_\_\_

Address: \_\_\_\_\_

7. 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.
8. 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.
9. I agree that, as the party legally and financially responsible for this proposed construction activity, I 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.
10. 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 for more information about licensed contractors.
11. 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 following address: \_\_\_\_\_.
12. I agree to notify Town of Cutler Bay Building Division immediately of any additions, deletions, or changes to any of the information that I have provided on this disclosure.

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 and Department of Business and Professional Regulation 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.

Before a building permit can be issued, this disclosure statement must be completed and signed by the property owner and returned to the local permitting agency responsible for issuing the permit. A copy of the property owner's driver license, the notarized signature of the property owner, or other type of verification acceptable to the local permitting agency is required before the permit is issued.

**I, the owner of property located at address \_\_\_\_\_ do hereby certify that I maintain the level of competency and the knowledge of the Florida Building Code necessary to assume the scope of work identified by the permit I have applied for.** I will not undertake any work for which I do not feel I have sufficient competent knowledge of, and I will supervise all hired laborers, or hire licensed contractors. I have read the foregoing instructions and I am aware of my responsibilities and liabilities under my application for a building permit for construction work on the above-described property.

**State of Florida, Miami-Dade County**

\_\_\_\_\_  
Property Owner Signature

Print Name: \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By: \_\_\_\_\_

Personally Known or ID: \_\_\_\_\_



## AIR CONDITIONING REPLACEMENT SHEET

Address: \_\_\_\_\_

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

Please specify location for the new A/C unit to be installed:

Same Location       Different Location

*Note: Please attach AHRI for new unit and, when applicable, the corresponding Tie Down NOA for split units.*

### EXISTING UNIT TO BE REPLACED

Make: \_\_\_\_\_ Package Model No: \_\_\_\_\_

AHU Model No.: \_\_\_\_\_ Condenser Model No: \_\_\_\_\_

Heat Pump.: \_\_\_\_\_ KW Strip Heat: \_\_\_\_\_

<b>PACKAGE</b>	<b>SPLIT SYSTEM</b>
Min. Circuit Amps or Compressor H.P.: _____	AHU Min. Circuit Amps: _____
Max. Overcurrent Protection: _____	Max. Overcurrent Protection: _____
	Condenser Min. Circuit Amps H.P.: _____
	Max. Overcurrent Protection: _____

### NEW UNIT TO BE INSTALLED

Make: \_\_\_\_\_ Package Model No: \_\_\_\_\_

AHU Model No.: \_\_\_\_\_ Condenser Model No: \_\_\_\_\_

Heat Pump.: \_\_\_\_\_ KW Strip Heat: \_\_\_\_\_

<b>PACKAGE</b>	<b>SPLIT SYSTEM</b>
Min. Circuit Amps or Compressor H.P.: _____	AHU Min. Circuit Amps: _____
Max. Overcurrent Protection: _____	Max. Overcurrent Protection: _____
SEER: _____	Condenser Min. Circuit Amps H.P.: _____
	Max. Overcurrent Protection: _____
	SEER: _____

1. House service size amps: \_\_\_\_\_
2. Show wire size: \_\_\_\_\_ (Amp Rating)      Type (TW or THW) \_\_\_\_\_
3. Show size of disconnect switch, circuit breaker, fuse or knife switch: \_\_\_\_\_ Amps
4. Is local disconnect switch within sight or readily accessible?     Yes     No

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

\_\_\_\_\_  
Certificate #