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CITY OF WEST PARK  
**A/C INSTALL/CHANGE-OUT PERMIT CHECKLIST**

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**NEW INSTALLS**

**Required Permit Applications:**

- [Mechanical Permit](#)
- [Electrical Permit](#)

**Permit Review Stops:**

- Mechanical
- Flood
- Electrical
- Structural (only required for package units mounted on elevated metal frames)

**Minimum Plan Submittal:**

- Two (2) sets of plans (dedicated mechanical plans)
- Heat load calculations
- Duct sizing calculations
- Energy calculations
- Tie-down details

1. Signed/sealed original engineer anchoring details, or NOA documents, or Product approval documents

**Other Requirements:**

- Condenser must be installed at least 5 feet from the property line.
- A [Notice of Commencement](#) must be recorded and displayed upon first inspection if the job exceeds \$7,500
- Certificate of Product Rating Required
  
- Additional fees will apply**
  
- Please make payment in the form of check, credit card, or money order, payable to City of West Park.**



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**A/C CHANGE-OUT**

**Required Permit Applications:**

- [Mechanical Permit](#)

**Permit Review Stops:**

- Mechanical
- Flood
- Electrical (if relocating unit)
- Structural (only required for package units mounted on elevated metal frames)

**Minimum Plan Submittal**

- Two (2) sets of plans (dedicated mechanical plans)
- Data sheet
- Tie-down details

1. Signed/sealed original engineer anchoring details, or NOA documents, or Product approval documents

**Other Requirements**

- Condenser must be installed at least 5 feet from the property
- A [Notice of Commencement](#) must be recorded and displayed upon first inspection if the job exceeds \$7,500

**\*Please note that this checklist is not intended to be all-inclusive. Due to changes in codes, regulations, and ordinances, other requirements may apply.**