



# City of North Miami Beach, Florida

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## BUILDING DEPARTMENT

### A.C. CHANGEOUT

**All the following must be provided:**

- \_\_\_\_\_ 1. Application signed and notarized.
- \_\_\_\_\_ 2. Contractors – The following documentation is required:
  - a. State License or Municipal Contractor’s Tax receipt together with Business Certificate of Competency.
  - b. Local Business Tax Receipt (from any city in the State)
  - c. Liability Insurance
  - d. Worker’s Compensation Insurance  
(Note: For FEIN, additional Notice to Owner – Worker’s Compensation Insurance Exemption form required, signed and notarized by both parties)
- \_\_\_\_\_ 3. Air Conditioning/Refrigeration Sheet and Mechanical Work Sheet filled out.
- \_\_\_\_\_ 4. Signed contract indicating cost of project (Signed by both parties – cost to include material and labor)
- \_\_\_\_\_ 5. Provide Structural Calculations and installation procedures – 2 copies of originals – must be signed and sealed with a current date.  
*As per FBC 6th Edition (2017) Mechanical 301.15 Wind Resistance and ASCE 7-10 wind requirements.*

\*Condominium Approval form required where applicable.