



CITY OF FLAGLER BEACH BUILDING DEPARTMENT

HVAC PERMIT CHECKLIST

Contractors must be current with Flagler County Building Services for permitting.

- Permit application**
- Replacement Information Form & Tie Down Specification Sheet**
- Certificate of Product Rating**
- Proof of property ownership** (Copy of recorded warranty deed or print out from the Property Appraiser's office)
- Disclosure Statement** (owner is acting as his/her own contractor) FS 489.103
- Notice of Commencement** (required when value of labor and materials is over \$7,500.00) must be recorded and certified Flagler County Clerk of Court FS sec 713.135

Applicant must obtain all required inspections. Failure to close out permits may result in additional fees and/or suspension of permitting rights.