



# HVAC PERMIT APPLICATION CHECKLIST

**City of Atlantic Beach Building Division**

800 Seminole Road, Atlantic Beach, FL 32233

Phone: (904) 247-5826 Email: [Building-Dept@coab.us](mailto:Building-Dept@coab.us) Website: <http://coab.us>

**\*Over the counter permit**

**\* [Click here](#) for Permit Submittal Instructions**

## REQUIRED PERMIT APPLICATIONS

- ☐ [Mechanical Permit Application](#)

## MINIMUM PLAN SUBMITTAL REQUIREMENTS

- ☐ Job value must be listed on permit application
- ☐ AHRI sheet (Air Conditioning Contractor to supply this)

## PERMIT REVIEW STOPS (Your application will be reviewed by the following divisions)

- ☐ Building Division
- ☐ Fire (only Commercial)

## OTHER REQUIREMENTS AND INFORMATION (where applicable)

- ☐ [Contractor Registration Requirements](#) (if the Contractor is not registered with the City of AB)
- ☐ [Owner/Builder Affidavit](#) (if Owner/Builder AND Homestead Exempt)
- ☐ [Notice of Commencement](#) (if job value over \$15,000 required before 1st inspection)
- ☐ [Completed Florida Energy Calculations Form R405-2020](#)
- ☐ [New Energy Efficiency Standards](#) – Effective January 1, 2023

## WHAT TO EXPECT

- ☐ You will be contacted if you are missing any documents (approximately 10 days after submission)
- ☐ Resubmission of documents can be made by emailing [Building-Dept@coab.us](mailto:Building-Dept@coab.us)
- ☐ Resubmission of documents shall include a [Revision Request/Correction to Comments Sheet](#)
- ☐ Permits will be issued approx. 7-10 business days after all correct documents have been received and approved
- ☐ Permit will not be issued until all divisions have approved it and payment has been made
- ☐ Schedule your inspections by calling 904-247-5814 before 4:00 p.m. for a next day inspection

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