

## HERNANDO COUNTY COMMERCIAL CHECK LIST FOR MECHANICAL PERMIT

Mechanical permits applied for must be pulled by a mechanical contractor registered with our Licensing Department. If you are State certified you must still be registered with our Contractor Licensing Department. Please contact: 352-754-4050, Contractor Licensing to register. If you are working on a project that has a General Contractor and you will be the trade sub, providing you have registered, all you need to do is submit a sub-contractor affidavit. (Please use Hernando County Sub-Contractor affidavit.) This can be faxed to our office.

### To apply for a MECHANICAL Permit you will need:

- 1) **3 Page application** – filled out with a key number (you can obtain this from the Property Appraiser’s screen online), legal description, description of work to be done, enter the value of the work to be done, name of project (what business you are performing the work for) and the location address of where the work will be done. The space for Mechanical Contractor must be filled out, along with the contact person area, if someone else will be responsible for answering questions or is to be notified when permit is ready for pickup. The application needs to be signed by the qualifier on file for the business. If anyone other than the qualifier is signing the application , a Hernando County authorized agent form must be submitted. The original will be produced each time a permit is applied for and the permit technician will make a copy for the permit file. The original will be returned to the holder.
  
- 2) For mechanical “change outs” ( size for size units ) no additional duct work added you will need to submit a **Mechanical Installation Sheet**, showing the equipment details and a **copy of the contract, showing scope of work and value.**
  
- 3) If any equipment will be located on a roof, a drawing of how it is anchored down must be submitted with the application. If there is any electrical work to be done, you will need to submit a **Complete electrical drawing** showing a diagram of work to be done, with all parts labeled for the Plans Examiner to review. There must be a written description of the scope of work stating procedure and describing construction methods, supplies used etc. It must be clear to the Plans Examiner as to what is being done or the permit application will be placed on hold. The drawing must have the Project name, location, Contractor’s name or business, along with the license number registered with Hernando County and the drawing needs to be **signed** by the contractor. The diagram must state: **“ This work complies with the 2005 NEC ”** A sub-contractor affidavit will need to be furnished by the Electrical Contractor.
  
- 4) If value of work done is over \$7500 a certified copy of recorded **Notice of Commencement**, with the BLUE seal must be turned in when picking up permit.

**Hernando County Development Services**

789 Providence Blvd.

Brooksville, FL 34601

Phone: (352) 754-4050      Fax: (352) 754-4151

[www.co.hernando.fl.us](http://www.co.hernando.fl.us)

# HERNANDO COUNTY COMMERCIAL BUILDING PERMIT APPLICATION

| APPLICATION #           | KEY #                |
|-------------------------|----------------------|
| <b>Project Name:</b>    |                      |
| Shopping Center:        |                      |
| Address of jobsite:     |                      |
| Legal Description: Lot: | Block : Subdivision: |
| Previous use:           |                      |
| Directions to jobsite:  |                      |
|                         |                      |

Describe Work To Be Done: \_\_\_\_\_

## MUST HAVE THIS INFORMATION - Valuation of work to be done: \$

|   |       |        |      |
|---|-------|--------|------|
| <b>Property Owner:</b>                                |       |        |      |
| Address:  | City: | State: | Zip: |
| Interest in Property:                                 |       |        |      |
| Name of Fee Simple Titleholder: (If other than Owner: |       |        |      |
| Address:  | City: | State: | Zip: |
|   |       |        |      |

|                             |                   |
|-----------------------------|-------------------|
| <b>Architect:</b>           | Phone: (    )     |
| Address:                    | City: State: Zip: |
| <b>Site Civil Engineer:</b> | Phone: (    )     |
| Address:                    | City: State: Zip: |
| <b>Building Engineer:</b>   | Phone: (    )     |
| Address:                    | City: State: Zip: |

|   |             |        |      |
|---|-------------|--------|------|
| <b>Public Contact Person – Responsible for Coordination of Project:</b> |             |        |      |
| Address:  | City:       | State: | Zip: |
| Email:  |             |        |      |
| Phone: (    )   | Fax: (    ) |        |      |

|                             |   |
|-----------------------------|---|
| <b>Building Contractor:</b> | License # - State Certification<br>or Hernando Co. # Only |
| Phone: (    )               | Fax: (    )   |
| Email:                      |   |

|                               |   |
|-------------------------------|---|
| <b>Electrical Contractor:</b> | License # - State Certification<br>or Hernando Co. # Only |
| Phone: (    )                 | Fax: (    )   |
| Email:                        |   |

|                             |   |
|-----------------------------|---|
| <b>Plumbing Contractor:</b> | License # - State Certification<br>or Hernando Co. # Only |
| Phone: (    )               | Fax: (    )   |
| Email:                      |   |

|                               |   |
|-------------------------------|---|
| <b>Mechanical Contractor:</b> | License # - State Certification<br>or Hernando Co. # Only |
| Phone: (    )                 | Fax: (    )   |
| Email:                        |   |

|                            |   |
|----------------------------|---|
| <b>Roofing Contractor:</b> | License # - State Certification<br>or Hernando Co. # Only |
| Phone: (    )              | Fax: (    )   |
| Email:                     |   |

|  |   |
|--|---|
| <b>Underground Utilities Contractor:</b> | License # - State Certification or<br>Hernando Co. # Only |
| Phone: (    )                            | Fax: (    )   |
| Email:                                   |   |

|                           |   |
|---------------------------|---|
| <b>Paving Contractor:</b> | License # - State Certification or<br>Hernando Co. # Only |
| Phone: (    )             | Fax: (    )   |
| Email:                    |   |

|  |   |
|--|---|
| <b>Gas Line Contractor (within building only):</b> | License # - State Certification or<br>Hernando Co. # Only |
| Phone: (    )                                      | Fax: (    )   |
| Email:   |   |

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a permit must be secured for **ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS and AIR CONDITIONERS, ETC.**

**OWNER'S AFFIDAVIT:** I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

**WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT FOR JOBS IN WHICH THE VALUATION EXCEEDS \$2500.00 MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING, CONULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.**

\_\_\_\_\_  
Owner or Agent (Including Contractor)

State of \_\_\_\_\_

County of \_\_\_\_\_

The foregoing instrument was sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_\_ by \_\_\_\_\_, who is ( ) personally known to me or who has ( ) produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
**NOTARY PUBLIC**

Application approved by \_\_\_\_\_  
Commercial Permit Representative

Hernando County Development Services  
789 Providence Blvd.  
Brooksville, FL 34601  
Phone: (352) 754-4050 Fax: (352) 754-4151  
  
www.co.hernando.fl.us

Hernando County Development Department  
789 Providence Blvd.  
Brooksville, FL 34601  
For Inspections: Call 754-4050

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## MECHANICAL INSTALLATION SHEET

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**This form must be submitted before mechanical work begins.**

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

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

Mechanical Contractor: \_\_\_\_\_

(contractor's name)

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

(dba)

### Air Conditioning and Heating Specifications

Cooling EER/SEER \_\_\_\_\_ Heating COP/HSPF \_\_\_\_\_

Gas \_\_\_\_\_ AFUE \_\_\_\_\_ HRU \_\_\_\_\_ Solar Heating \_\_\_\_\_

Unit 1

Unit 2

Condenser Unit Manufacturer \_\_\_\_\_

Condenser Model Number \_\_\_\_\_

Air Handler Manufacturer \_\_\_\_\_

Air Handler Model Number \_\_\_\_\_

KW of Electric Heat \_\_\_\_\_

Package Unit Manufacturer \_\_\_\_\_

Gas Furnace Manufacturer \_\_\_\_\_

Gas Furnace Model Number \_\_\_\_\_

AC and Heating Duct System \_\_\_\_\_

Bath Ventilation: Ducted \_\_\_\_\_ Ductless: \_\_\_\_\_

Range Hood: Ducted \_\_\_\_\_ Ductless: \_\_\_\_\_

Commercial Hood & Duct System \_\_\_\_\_ Refrigeration \_\_\_\_\_

Misc: \_\_\_\_\_

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

Signature: \_\_\_\_\_