The following documents are required for an A/C Change Out

**One Copy:**
Building Permit Application  
Signed & Notarized  
Written Contract or Cost Estimate  
Include Name, Number, Address, Materials Price, Labor Price, Total, Signature  
Owner/Builder Affidavit *(Homeowner permits only)*  
**Must have Homestead Exemption in order to submit Homeowner Permits**  
Signed & notarized

Building Permit Application, Owner/Builder Affidavit can be found on our website www.NLauderdale.org

**Two Copies:**
Notice of Commencement must be submitted before permit can be issued *(If job value is $7500 or more)*  
Notarized & Recorded at 1N University Drive  
Broward County A/C Change Out Form  
AHRI Form  
NOA’s for the tie downs being used OR  
**Original** sealed tie downs / Raised Seals *(Must have two originals)*

Broward County A/C Change Out forms can be found on our website www.NLauderdale.org

There is a processing fee of $106 plus a plan review fee based on job value.

Other agency approvals may be required
a. DPEP  
b. Engineer’s Letter  
c. Easement Agreement  
d. Any Other Required Agencies