



CITY OF NORTH LAUDERDALE  
701 SW 71<sup>ST</sup> Avenue  
North Lauderdale, FL 33068

954-724-7069 [www.nlauderdale.org](http://www.nlauderdale.org)

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](http://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](http://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