

HVAC CHANGE OUT PERMIT CHECKLIST

1. Building Permit Application filled out and notarized.
2. Proof of property ownership, in case of new ownership; will require a copy of the deed.
3. AHRI Certificate (not required for commercial units).
4. City of Inverness' HVAC Change Out Form.
5. Contractor Registration Application is required. The contractor is required to submit the following:
 - a. Contractor Registration Application, completed.
 - b. Copy of contractor license
 - c. Copy of driver's license
 - d. Updated Liability & Workers Compensation Insurance
Listing the City of Inverness as a certificate holder.
 - e. Copy of current business name from Sunbiz.Org.
 - f. A list of authorized agents on the business letterhead.
6. Notice of Commencement is required to be filled out, signed, notarized and then recorded at the Citrus County Clerk of Courts located at 120 N. Montgomery Avenue, if job is \$15,000.00 or more. The City of Inverness will require a copy of the recorded N.O.C.
7. Please allow 2-3 days for processing the permit.
8. Inspections are scheduled only on Mondays, Wednesdays and Fridays.
9. Ladders must be provided for the Building Officials for inspections with rooftop and attic units.
10. Failed inspections will be charged \$50.00; and must be paid prior to final inspection.

**ANY QUESTIONS, PLEASE CONTACT THE COMMUNITY DEVELOPMENT DEPARTMENT AT
352-726-3401 OR DDS@INVERNESS.GOV**