

City of Holmes Beach Building Department

**CHECKLIST FOR MECHANICAL CHANGE OUT
PERMIT APPLICATIONS**

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	COMPLETED PERMIT APPLICATION- FULL SCOPE OF WORK & VALUE OF WORK	
	CERTIFICATE OF PRODUCT RATINGS	
	LOAD CALCULATION WORKSHEET <u>IF COMMERCIAL</u>	
	MECHANICAL AFFIDAVIT WITH BOXES FILLED OUT AND SIGNED	
	WORDING MUST SAY: "Straight change out- no change in size or location"	
	NOC IF OVER \$7,500 IN VALUE	
	ELECTRIC SUB FORM IF APPLICABLE	
	ROOFING SUB FORM IF APPLICABLE	