

**City of Holmes Beach Building Department**

**CHECKLIST - MECHANICAL CHANGE OUT**

✓		
	COMPLETED PERMIT APPLICATION- FULL SCOPE OF WORK & VALUE OF WORK	
	CERTIFICATE OF PRODUCT RATINGS (AHRI FIRST PAGE)	
	ENERGY CALCULATION WORKSHEET *(COMMERCIAL ONLY) (*IF NEW OR EXPANDING SPACE ONLY)	
	MECHANICAL AFFIDAVIT (BOXES CHECKED AND SIGNATURE)	
	INCLUDE "Straight change out - no change in size or location" IF APPLICABLE	
	SEER & TONAGE NOTED ON APPLICATION	
	COPY OF SIGNED CONTRACT OR PROPOSAL	
	NOC IF OVER \$7,500 IN VALUE	
	ELECTRIC SUB FORM IF APPLICABLE	
	ROOFING SUB FORM IF APPLICABLE	